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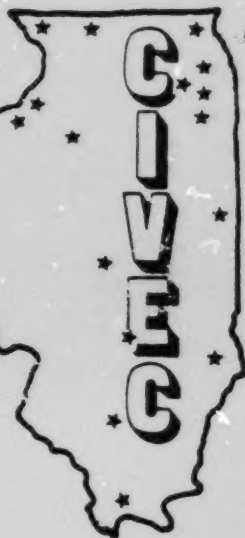
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ABSTRACT

This competency-based, individualized learning package, consisting of 50 learning guides, is designed for use by students who are studying to become medical assistants. Included among the topics addressed in the individual learning guides are the following: using and caring for microscopes, understanding medical ethics and law, developing communication skills, performing hemoglobin determinations, cleaning and wrapping instruments, autoclaving, changing dressings, removing sutures, preparing patients for medical examinations, assembling patient records, performing restraints for children, setting up for draining abscesses, assisting with Pap smears, measuring height and weight, preparing patients for minor office surgery, assessing pulse and body temperature, measuring blood pressure and respiration, explaining diets, using the Physician's Desk Reference, performing various laboratory tests, administering different types of injections, and executing a variety of laboratory procedures on blood. Each learning guide contains some or all of the following: a task title, a statement of purpose, an estimated time for completion of the guide, performance objectives, a learning contract, learning steps, resources, one or more information sheets, one or more activity sheets, a performance checklist, and a criterion-referenced exam. (MN)

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A LEARNING GUIDE

MEDICAL ASSISTING

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A LEARNING GUIDE

Task DEMONSTRATE USE AND CARE OF MICROSCOPE

Purpose The testing of specimens may involve the use of the microscope. Whether the medical assistant uses the microscope or only cares for it, an understanding of the microscope, its functions, and its care is important. This learning guide will assist you to demonstrate the use and care of a microscope.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	003	2 hours	

7/82

LEARNING CONTRACT

1 STUDENT DATA

NAME 2 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools, and equipment , demonstrate the use and care of the microscope. To master this task, you must score 9 out of 10 (90%) on a written criterion examination and 7 out of 8 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe the microscope.
2. Demonstrate use and care of microscope.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
0904	MA	003	003

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE #1

Describe the microscope.

LEARNING STEPS

1. Read Resource #1 for information on the microscope.
2. View Resource #2, for more information on the microscope.
3. Complete Resource #2 for a review on the microscope.
4. Proceed to Resource #4.

RESOURCES

1. Textbook: Effective Medical Assisting, by Schwarzrock and Ward, 1976 edition pgs. 515-519, in LRC.
2. Audiovisual presentation , AV# MA-02764S/T (Module 8.B, Gould, Inc.) in LRC.
3. Activity sheet 003-001-003, "The Microscope," pgs. 4-6 , in this guide. See instructor for evaluation.
4. MPO #2, Pg. 7 , in this guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	001

ACTIVITY SHEET 003-001-003
" The Microscope"

Name _____ Date _____ Session _____

A. Complete the following:

1. The _____ microscope reduces the eye strain of the observer.
2. The _____ objective is the shortest of three objectives and has a 10X inscribed on its side to designate its power of magnification.
3. Extreme fine focusing for better definition is accomplished by using the _____ focusing adjustment knob.
4. The longest objective has a magnification of approximately 100X, the _____ objective.
5. The oil immersion objective is _____ X.
6. The _____ power objective is of intermediate length and will have a magnification of approximately 43X.
7. How many "objectives" are provided on most bacteriological microscopes?

8. Frequent wiping with _____ is necessary to keep all surfaces free of dust and oily substances.
9. The _____ diaphragm lever controls the amount of light entering the condenser.
10. _____ illumination may "burn out" the image so that objects become difficult to differentiate.
11. When moving the microscope, the right hand should have a _____ grip on the arm and the left hand should _____ it from underneath.
12. On the microscope in our laboratory which knob moves the stage from side to side? _____
13. The safest method to clean lens is to apply _____ to objective lens with a cotton swab, wipe off with _____ tissue, and blow off any final lint with an air syringe.
14. For care of the microscope after use rotate the _____ power objective into position, wrap the electric _____ around the base, replace the _____ cover on the instrument, return it to an _____ position, and return it to the designated place.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	001

(ACTIVITY SHEET 003-001-003 CONTINUED)

15. Testing of specimens may involve the use of the _____.
16. Eyepieces are called _____; a one eyepiece microscope is called _____, a two eyepiece instrument is _____.
17. Working distance of objectives _____ with magnification increasing.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	001

B. Name the parts of the microscope and give its use.



PART

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

USE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

DEPT.	PROG	TASK	TPO	MPO
	07.0904	003	003	001

MICRO - PERFORMANCE OBJECTIVE #2

Demonstrate use and care of microscope.

LEARNING STEPS

1. View Resource #1 for a demonstration on the use and care of microscopes.
2. Complete Resource #2 for a review on the use and care of the microscope.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a performance evaluation.
5. Proceed to Resource #5.

RESOURCES

1. Audiovisual presentation, AV# _____
" Introduction to Microscope," in LRC.
2. Activity sheet 003-002-002, "Use and Care for the Microscope", Pg 8 ,
in this guide.
3. Written Criterion Exam Task #003,
"Demonstrate Use and Care of Microscope".
See instructor.
4. Performance checklist task #003,
pgs. 9-10 , in this guide.
See instructor.
5. See instructor for the next learning
guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	002

Activity Sheet 003-002-002
" Use and Care of the Microscope"

Directions to the Student:

Given the necessary tools and equipment, practice the use and care of the microscope.

Necessary tools and equipment:

Microscope
Slide
Lens tissue
Lens cleaner

Procedure:

1. Carry the microscope with the right hand on the arm and the left hand underneath.
2. Remove cover from the instrument.
3. Place slide on the stage and clip in place.
4. Rotate nosepiece to low objective.
5. Rotate nosepiece to high power objective or oil immersion objective.
6. Focus with coarse adjustment knob.
7. Focus with fine adjustment knob.
8. Return the microscope to an erect position.
9. Cleanse lens with lens tissue and lens cleaner if necessary.
10. Wrap cord around base.
11. Cover instrument and return to designated place.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	002

PROGRAM: MEDICAL ASSISTING

TASK: Demonstrate use and care of the microscope.

TASK # 003

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ **EVALUATION SITE** _____

EVALUATOR'S NAME _____ **PERFORMANCE ATTEMPT** 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, demonstrate use and care of the microscope.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 7 OUT OF 8 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 7 OUT OF 8 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 003

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU HAVE UNDERSTOOD THE INFORMATION ON Demonstrating the use and care of the microscope.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	002

WRITTEN CRITERION EXAM
Task #003

"DEMONSTRATE USE AND CARE OF THE MICROSCOPE"

Name _____ Date _____ Session _____

Select the BEST answer.

1. The _____ power objective has a magnification of 10 diameters(10X).
A. low
B. high
C. oil
D. scanner
2. How many "objectives" usually extend from the nosepiece?
A. 3-5.
B. 3-4.
C. 4-6.
D. 2-4.
3. The power of the "oil immersion objective" is
A. 43X to 45X.
B. 75X to 80X.
C. 97X to 100X.
D. 80X to 110X.
4. Extremely fine focusing for better definition is accomplished by using the
A. scanner objective.
B. coarse adjustment knob.
C. fine focusing adjustment.
D. iris Diaphragm.
5. Which of the following parts of the microscope permits the operator, by turning certain knobs, to move the object gradually and smoothly left to right or forward or back through the field of vision?
A. Mechanical Stage.
B. Adjustment knob.
C. Substage adjustment.
D. Fine objective.
6. The small knob under the stage controls the
A. back and forth movement of the stage.
B. revolving nosepiece.
C. stationary nosepiece.
D. side to side movement of the stage.

DEPT.	PROG	TASK	TPO	MPO
07				
0904	MA	003	003	002

WRITTEN CRITERION EXAM (continued)

7. Which objective is called the "highdry power" ?
A. 10X
B. 40X
C. 100X
D. Oil
8. When less light is desired without any visual or color distortion
A. a neutral density filter is used.
B. supplemental filters are used.
C. the base illuminator is turned on.
D. the Iris diaphragm is made smaller.
9. Closer working distance of the objectives _____ magnification of the object.
A. increase
B. decrease
C. changes
D. focuses
10. The microscope should be held _____ with both hands while carrying it.
A. hanging
B. firmly
C. downward
D. gently

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	003	003	002

ANSWER KEY
CRITERION EXAM
003

1. A
2. A or B
3. C
4. C
5. C
6. D
7. B
8. D
9. D
10. B



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A LEARNING GUIDE

Task : DESCRIBE MEDICAL ASSISTING

Purpose : A career as a medical assistant (medical office assistant) offers variety, challenge, excitement, job satisfaction, opportunity for service, opportunity for advancement, and fair financial reward. Although most medical assistants are female, both men and women enter into this career.

As medical assisting has become more clearly defined, more training programs have developed to train competent assistants. Medical assisting has become an important allied health profession.

This learning guide will assist you to describe medical assisting.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	005	4 hrs.	

7/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

4 hrs.
LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given a study on a career as a medical office assistant, describe medical assisting. To master this task, you must achieve 9 out of 10 (80%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Explore job possibilities.
2. Identify qualifications.
3. Identify duties.
4. Identify training.
5. Describe medical assisting.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07.09	MA	005	005

04

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Explore job possibilities.

LEARNING STEPS

1. Read Resource #1 for information on career opportunities.
2. Complete Resource #2 for insight into various career opportunities in the community.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick and Kinn, pg. 4-5, "Career Opportunities", in LRC.
2. Activity Sheet 005-001-002, "Job Opportunities Related to Medical Assisting", pg. 4 , in this guide. See instructor for evaluation.
3. MPO #2, pg. 5, in this guide.

DEPT	PROG	TASK	TPO	MPO
07-09 04	MA	005	005	001

Pg. 3

ACTIVITY SHEET 005-001-002

"Job Opportunities Relating to Medical Assisting"

Directions to the student:

- A. From several newspapers clip neatly job opportunities found relating to medical assisting and paste neatly to sheet of typing paper.

Refer to the career opportunities mentioned in the textbook reading other resources.

- B. List as many career opportunities for a trained medical assistant.
(At least five)

DEPT.	PROG	TASK	TPO	MPO
07-09 04	MA	005	005	001

MICRO - PERFORMANCE OBJECTIVE #2

Identify qualifications.

LEARNING STEPS

1. Read Resource #1 for information on qualifications for an office assistant.
2. Complete Resource #2 for an evaluation of your qualifications.
3. Read Resource #3 for information on personal assets, skills and public relations responsibilities.
4. Complete Resource #4 for a review on qualifications.
5. Proceed to Resource #5.

RESOURCES

1. Textbook: Medical Office Procedures by Bradow, Chapter 2, "Career Qualifications", pg. 9-15, in LRC. (Gregg Division, McGraw-Hill Co., St. Louis, Missouri)
2. Same textbook, pg. 15, Project 3, "Evaluating Your Qualifications". See instructor.
3. Textbook: The Medical Office Assistant, by Frederick & Kinn, pg. 5-6, in LRC.
4. Activity Sheet 005-002-004, "Qualifications of a Medical Assistant", pg. 6, in this guide. See instructor.
5. MPO #3, pg. 7, in this guide.

DEPT	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	002

ACTIVITY SHEET 005-002-003

"QUALIFICATIONS OF A MEDICAL OFFICE ASSISTANT"

Name _____ Date _____ Session _____

Directions to the student:

Complete the following statement by filling in the blanks:

A. Qualifications that physicians look for in an office assistant are:

1)

2)

3)

B. The medical office assistant will have a good office personality if she/he shows _____, _____, and _____.

C. List 10 additional personal qualities that a medical assistant should have or acquire:

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

D. How is professionalism shown in both appearance and manner?

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	002

MICRO - PERFORMANCE OBJECTIVE #3

Identify duties.

LEARNING STEPS

1. Read Resource #1 for information on the duties of the office assistant.
2. Complete Resource #2 for a review of duties of a medical assistant.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, by Frederick and Kinn, pgs. 6-8, in LRC.
2. Activity Sheet 005-003-002, "Duties of the Office Assistant", pg. 8, in this guide.
3. MPO #4, pg. 9, in this guide.

DEPT	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	003.

Pg. 7

ACTIVITY SHEET 005-003-002

"Duties of the Office Assistant"

Name _____ Date _____ Session _____

Directions to the student:

Complete the following statement by filling in the blanks.

A. List at least 10 administrative tasks that a medical assistant might be expected to perform:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

B. List at least 10 clinical tasks that a medical assistant might be expected to perform:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

C. List the four major groups of the task inventory done in 1971.

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

DEPT.	PROG	TASK	TPO	MPO
07-09 04	MA	005	005	003

MICRO - PERFORMANCE OBJECTIVE #4

Identify training.

LEARNING STEPS

1. Read Resource #1 for information on training for medical assistants.
2. Complete Resource #2 for a review on training for medical assistants.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, by Frederick & Kinn, pg. 8-11, "Training", in LRC.
2. Activity Sheet 005-004-002, "Training", pg.10, in this guide.
See instructor for evaluation.
3. MPO #5, pg. 11, in this guide.

DEPT	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	004

pg. 9

ACTIVITY SHEET 005-004-002

"Training"

Name _____ Date _____ Session _____

Directions to the student:

Complete the following statement by filling in the blanks.

- A. Name the professional association for medical assistants that is endorsed by the AMA.
- B. What year was it founded?
- C. Every chapter of the AAMA has an advisory board of _____.
- D. The association publishes a bi-monthly journal named _____.
- E. How can a medical assistant continue education?
- F. Some medical assisting programs in proprietary and community colleges are accredited by CAHEA, the committee on _____.
- G. How can a medical assistant become certified?
- H. CMA, CMA-A, CMA-C are recognized as a _____.
- I. Is there a local chapter of the American Association of Medical Assistants in your community?
- J. When and where are the regular meetings held?
- K. What are the qualifications for membership?

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	004

MICRO - PERFORMANCE OBJECTIVE #5

Describe medical assisting.

LEARNING STEPS

1. Read Resource #1 for information on a career in medical assisting.
2. Complete Resource #2 for a review on health careers.
3. Complete Resource #3 for a written evaluation of this task.
4. Proceed to Resource #4.

RESOURCES

1. Textbook: The Medical Office Assistant, by Frederick & Kinn, pg. 11-13, "Rewards of a Health Career", in LRC.
2. Activity Sheet 005-005-002, "A Health Career", pg. 12, in this guide. See instructor for evaluation.
3. Written criterion exam task #005. See instructor.
4. See instructor for next learning guide

DEPT	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	005

ACTIVITY SHEET 005-005-002

"A Health Career"

Name _____ Date _____ Session _____

Directions to the student:

Complete the following statement by filling in the blanks:

A. Name 5 paramedical specialists in addition to the medical assistant who might be employed in a physician's office.

- 1)
- 2)
- 3)
- 4)
- 5)

B. I want to be a medical assistant because:

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	005

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 005

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON describing medical
assisting.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (80 %).

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	005

Pg. 13

WRITTEN CRITERION EXAM
TASK #005
"DESCRIBE MEDICAL ASSISTING"

Name _____ Date _____ Session _____

Select the BEST answer for each of the following statements.

1. Intelligence, dependability, and personality are _____ that physicians look for in an office assistant.
 - A. characters
 - B. qualifications
 - C. responsibilities
 - D. elements
2. EKG technician, medical transcriptionist, medical secretary, and laboratory technician are _____ opportunities for a trained medical assistant.
 - A. office
 - B. field
 - C. career
 - D. clinical
3. The medical assistant will have a good office personality if he/she shows consideration, human kindness, and _____.
 - A. sympathy.
 - B. friendliness.
 - C. graciousness.
 - D. cheerfulness.
4. Good grooming and appropriate _____ contribute to professional appearance.
 - A. cosmetics
 - B. style
 - C. shoes
 - D. dress
5. Answering the telephone, scheduling appointments, explaining doctor's fees, pulling and filing charts are _____ duties.
 - A. technical
 - B. managerial
 - C. business
 - D. clinical
6. Cleaning and sterilizing instruments and equipment, collecting specimens from patients, assessing vital signs, and assisting with minor surgery are _____ duties.
 - A. clinical
 - B. business
 - C. therapist
 - D. clerical

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	005	005	002

Written Criterion Exam (cont.)

7. The professional association for medical assistants is the
- A. AAMA.
 - B. AMA.
 - C. CAHEA.
 - D. PMA.
8. The association publishes a bimonthly journal names _____
- A. Allied Health Education.
 - B. Partners for Health.
 - C. Continuing Education Units.
 - D. The Professional Medical Assistant.
9. Those who are successful in passing the basic examination are awarded a certificate and recognition as a _____/_____/_____
- A. Medical Office Assistant.
 - B. Certified Medical Assistant.
 - C. Professional Medical Assistant.
 - D. Licensed Medical Assistant.
10. Medical office assisting has become an important allied health _____
- A. opportunity.
 - B. challenge.
 - C. responsibility.
 - D. profession.

DEPT.	PROG	TASK	TPO	MPO
	MA			

ANSWER KEY
CRITERION EXAM
005

1. B
2. C
3. A
4. D
5. C
6. A
7. A
8. D
9. B
10. D



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task

DESCRIBE MEDICAL ETHICS AND LAW

Purpose

Patients and employers are entitled to receive treatment based on moral and ethical behavior in addition to legal principles. This guide will assist you in describing medical ethics and laws.

2

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	008	4 Hours	

9/81

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given a written criterion exam, describe medical ethics and law.
To master this task, you must score 9 out of 10 (90%) on the exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Define medical legal terms.
2. Describe medical ethics and law.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	008	008

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE - #1

Define medical legal terms.

LEARNING STEPS

1. Read Resource #1 to familiarize yourself with medico-legal terms.
2. Complete Resource #2 for defining medico-legal terms.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick & Kinn, pages 68-71, in LRC.
2. Activity Sheet 008-001-002, "Define medico-legal terms," page 4, in this guide.
See instructor for evaluation.
3. MPO #2, page 5, in this guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	008	008	001

ACTIVITY SHEET 008-001-002

"Define Medico-Legal Terms"

Match the terms in the first column with their correct definitions in the second column.

- | | |
|--|------------------------|
| _____ 1. Requires the patient prove physician was negligent. | A. Administer |
| _____ 2. Only physician and staff can see patient unless patient has given writtern permission. | B. Battery |
| _____ 3. Failure to make necessary tests, take essential x-rays, observe all unusual conditions. | C. Breach of duty |
| _____ 4. Any treatment commonly performed by most physicians of similar training. | D. Burden of proof |
| _____ 5. Medical professional liability. | E. Exposure of patient |
| _____ 6. A failure to do anything. | F. Defendant |
| _____ 7. A lawful treatment done in wrongway. | G. Dispense |
| _____ 8. A wrongful treatment of patient. | H. Disposition |
| _____ 9. The person against whom relief or recovery is sought in an action or suit. | I. Litigation |
| _____ 10. The person who complains or sues in a personal action. | J. Malfeasance |
| _____ 11. A private or civil wrong or injury. | K. Misfeasance |
| _____ 12. Contest in a court of justice for the purpose of enforcing a right. | L. Malpractice |
| _____ 13. An act of the legislature declaring, commanding, or prohibiting something. | M. Negligent diagnose |
| _____ 14. A willful and unlawful use of force or violence upon the person of another. | N. Nonfeasance |
| _____ 15. To instill a drug into the body of a patient. | O. Plaintiff |
| _____ 16. "Let the master answer." | P. Prescribe |
| _____ 17. That which, in a natural and continuous sequence, unbroken by an efficient intervening cause, produces the injury, and without which the result would not have occurred. | Q. Proximate cause |
| _____ 18. The giving of drugs, in some type of bottle, box, or other container, to the patient. | R. Res ipsa loquiter |
| _____ 19. "The thing speaks for itself." | S. Res judicata |
| _____ 20. In a general sense, any violation or emission of a legal or moral duty. | T. Respondeat superior |
| _____ 21. A thing or matter settled by judgement. | U. Standard procedure |
| _____ 22. A writ or order directed to a person and requiring his attendance at a particular time and place to testify. | V. Statute |
| _____ 23. To issue a prescription for the patient. | W. Subpoena |
| _____ 24. Testimony of a witness taken in writing, under oath. | W. Tort |

DEPT.	PROG	TASK	TPO	MPO
070904	MA	007	007	001

MICRO - PERFORMANCE OBJECTIVE - #2

Describe medical ethics and law.

LEARNING STEPS

1. View Resource #1 for ethical and legal responsibilities.
2. Read Resource #2 for information on medical ethics.
3. Complete Resource #3 for an understanding of medical ethics.
4. Read Resource #4 for information on medicine and law.
5. Complete Resource #5 for an understanding of medical law.
6. Discuss with Resource #6, legal and ethical ramifications.
7. Complete Resource #7 for written evaluation.
8. Proceed to Resource #8.

RESOURCES

1. Audiovisual presentation, "Ethical and Legal Responsibilities," in LRC. (The Media Center, Sedalia, MO)
2. Textbooks: The Medical Office Assistant, Administrative and Clinical, by Frederick & Kinn, pages 37-49, in LRC.
3. Workbook: Study Review Manual, The Medical Office Assistant, Administrative and Clinical, by Frederick & Kinn, pages 15-20, in LRC.
4. Textbook: same as Resource #2, pages 51-68.
5. Workbook: same as Resource #3, pages 23-29. See instructor for evaluation.
6. See instructor.
7. Written Criterion Exam, Task #008. See instructor.
8. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	008	008	002

Page 5

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 008

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON DESCRIBING MEDICAL
ETHICS AND LAW.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	008	008	002

WRITTEN CRITERION EXAM

TASK #008

"Describe Medical Ethics and Law"

Name _____ Date _____

Select the BEST answer.

1. Medical _____ deals with the conduct with patients, colleagues, and the public.
 - A. ethics
 - B. etiquette
 - C. law
 - D. practice
2. A Greek physician known as the Father of Medicine developed a standard of ethical conduct for medical practice. This code is known as the
 - A. Principle of Medical Ethics.
 - B. American Medical Association.
 - C. Oath of Hippocrates.
 - D. Code of Hammurabi.
3. A medical assistant _____ herself in a dignified manner in or out of the office can uphold the dignity and honor of the profession of medicine.
 - A. conducting
 - B. solicitating
 - C. rendering
 - D. obligating
4. Under what circumstances is a physician obligated to care for a patient?
 - A. Another physician requests his service.
 - B. The physician knows the patient.
 - C. The patient requests his service.
 - D. The "life and limb" emergency exists.
5. All medical records are considered to be
 - A. reasonable.
 - B. confidential.
 - C. authorized.
 - D. standard.

DEPT.	PROG	TASK	TPC	MPO
070904	MA	008	008	002

(Continued)
WRITTEN CRITERION EXAM

TASK #008

"Describe Medical Ethics and Law"

6. Failure to some act which a person should or would do is
- A. negligence.
 - B. malfeasance.
 - C. misfeasance.
 - D. defamation.
7. The term medical professional is _____ "medical malpractice," that which a physician can incur as a result of any of her professional acts.
- A. negligence
 - B. courtesy
 - C. liability
 - D. requirement
8. In 1959, a law passed "to protect the physician from liability for any civil damages as a result of rendering emergency care". This law is the
- A. Harrison Narcotic Act.
 - B. Good Samaritan Act.
 - C. Statute of Frauds.
 - D. Law of Contracts.
9. The consent given to a patient must be _____ consent with an understanding of what is to be done and the risks involved, why it should be done, and alternative methods of treatment available.
- A. oral
 - B. written
 - C. informed
 - D. implied
10. A legal limit on the time one has to file suit in civil matters is
- A. Res Ipsa Loquitor.
 - B. Respondent Superior.
 - C. Statute of Limitations.
 - D. Statute of Frauds.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	008	008	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

Rosemarie Meyer, RN, CMA
Lake County Area Vocational Center
19525 W. Washington Street
Grayslake, IL 60030

A LEARNING GUIDE

Task

DESCRIBE PATIENT BEHAVIOR

Purpose

Behavior is highly individualistic. Each person has typical patterns of behavior for certain types of situations. A medical assistant should be aware of behavioral patterns and be able to identify the common ones. This learning guide will assist you in describing patient behavior.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	015	6 Hours	

1/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given a written criterion exam, describe medical ethics and law.
To master this task, you must score 9 out of 10 (90%) on the exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Define medical legal terms.
2. Describe medical ethics and law.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	008	008

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Identify patient behavior.

LEARNING STEPS

1. Read Resource #1 for information on common behavioral patterns used by patients.
2. Complete Resource #2 for an understanding of patient behavior.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: Understanding Human Behavior, by M. Milliken, pages 149-161, in LRC. (Delmar Publishers, Albany, New York)
2. Same textbook, page 162.
See instructor for evaluation.
3. MPO #2, page 4, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	015	015	001

Page 3

MICRO - PERFORMANCE OBJECTIVE - #2

Describe patient behavior.

LEARNING STEPS

1. Discuss with Resource #1 patterns of patient behavior.
2. Discuss with Resource #2 patient patterns of behavior.
3. Complete Resource #3 for a written evaluation.
4. Proceed to Resource #4.

RESOURCES

1. See instructor.
2. Work with fellow classmates.
Textbook: pages 154-161.
3. Written Criterion Exam Task #015.
See instructor.
4. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	015	015	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 015

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON BEHAVIORAL PATTERNS
OF HUMAN BEHAVIOR.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 5 out of 6 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
70904	MA	015	015	002

WRITTEN CRITERION EXAM

TASK #015

"Describe Behavioral Patterns of Patients"

Name _____

Date _____

A. Select the BEST answer.

1. If the patient makes a statement such as, "My doctor says I should have surgery," he/she is probably signaling to you that he/she
 - A. wants to upset you.
 - B. is a difficult patient.
 - C. needs extra attention.
 - D. wants to talk about it.
2. Many people become quite egocentric during illness. This means that the patient is
 - A. self-centered.
 - B. unfriendly.
 - C. ignorant.
 - D. hostile.
3. A young child when a new baby arrives wants his milk from a bottle even though he has used a cup for a year or more. This reaction is
 - A. aggression.
 - B. regression.
 - C. resistance.
 - D. hostility.
4. Criticism, loud talking, profanity, or refusal to cooperate is often due to hostile feelings. This behavior is
 - A. aggression.
 - B. regression.
 - C. egocentrism.
 - D. resistance.
5. _____ is behavior which can result from any degree of anger, fear, or grief and is a means of emotional release.
 - A. Hostility
 - B. Anger
 - C. Relief
 - D. Crying

DEPT.	PROG	TASK	TPO	MPO
070904	MA	015	015	002

(Continued)

WRITTEN CRITERION EXAM

TASK #015

"Describe Behavioral Patterns of Patients"

6. The cheerful patient awaiting surgery or the results of diagnostic studies probably is feeling _____.

- A. well-being.
- B. anxiety.
- C. anger.
- D. hostile.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	015	015	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
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A LEARNING GUIDE

Task DEMONSTRATE COMMUNICATION SKILLS

Purpose Understanding must be achieved between each patient and the health care team, and between the members of the health care team in their interactions with each other. Effective communication techniques provide the skills to achieve these two goals. This learning guide will assist you to demonstrate effective communication skills.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	016	4 Hours	015

4/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary information, demonstrate communication skills.
To master this task, you must score 5 out of 6 (90%) on a written
criterion exam and 3 out of 4 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe communication skills.
2. Demonstrate communication skills.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance
requirement within _____ to _____. I further recognize that
the conditions of the contract (performance and time agreement) report my ability to
perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	016	016

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe communication skills.

LEARNING STEPS

1. View Resource #1 for information on communication skills in listening.
2. View Resource #2 for information on oral communication.
3. Read Resource #3 for information on communicating and interacting with people.
4. Complete Resource #4 for a review on communication.
5. Proceed to Resource #5.

RESOURCES

1. Audio visual presentation, AV #HO-01061-01062, "Listening and Responding," Parts I and Parts II, in LRC.
2. Audio visual presentation, AV #HO-01970-F/C, "Nursing Staff Oral Communications," in LRC.
3. Textbook: Effective Medical Assisting by Schwarzrock and Wand, 1976 edition, pgs. 71-84. (Wm. C. Brown Company Publishers, Dubuque, Iowa) in LRC.
4. Workbook for Effective Medical Assisting by Schwarzrock, Chapter 6, pgs. 33-38, in LRC.
See instructor for evaluation.
5. MPO #2, page 4, in this guide.

DEPT.	PRCG	TASK	TPO	MPO
07,0904	MA	016	016	001

MICRO - PERFORMANCE OBJECTIVE - #2

Demonstrate communication skills.

LEARNING STEPS

1. Complete Resource #1 to practice observing nonverbal behavior.
2. Complete Resource #2. Practice expressing ideas clearly.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a practical evaluation.
5. Proceed to Resource #5.

RESOURCES

1. Textbook: Understanding Human Behavior, A Guide for Health Workers, by M. Milliken, pgs. 182-192, Exercise I and II, in LRC.
2. Textbook: Milliken, pgs. 198-204, Exercise III and IV, in LRC.
3. Written Criterion Exam, Task #016. See instructor.
4. Performance Checklist, Task #016, page 5-6, in this guide. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	016	016	002

PROGRAM: MEDICAL ASSISTING

TASK: DEMONSTRATE COMMUNICATION SKILLS

TASK # 016

PERFORMANCE/~~PRODUCT~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary information, demonstrate communication skills.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 3 OUT OF 4 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 3 OUT OF 4 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	016	016	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 016

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON DEMONSTRATING
COMMUNICATION SKILLS.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 5 out of 6 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	016	016	002

WRITTEN CRITERION EXAM

TASK #016

"Demonstrate Communication Skills"

Name _____ Date _____

Select the BEST answer.

1. The medical assistant must communicate with fellow employees and patients constantly. Communication is a two-way process; this means the speaker
 - A. should also be a good listener.
 - B. must have two other persons to whom to speak.
 - C. should be dealing with a good listener.
 - D. needs a two-way radio.
 - E. none of the above.
2. Since speech is one form of communication, besides the actual words used one should
 - A. be mindful of how they are said.
 - B. use good diction and grammar.
 - C. try to be aware of why the other person responds as he/she does.
 - D. realize that many words or phrases have two or more meanings.
 - E. all of the above.
3. If listening is important in good communication, then the good listener will
 - A. not give the speaker his full attention.
 - B. try to concentrate on another matter at the same time.
 - C. try to answer the question before the speaker has completed asking it.
 - D. interrupt the speaker freely to clarify points before the statement has been completed.
 - E. none of the above.
4. Listening actually involves
 - A. hearing the words spoken.
 - B. interpreting the words heard.
 - C. remembering the interpretation of the words heard.
 - D. observing the actions of the speaker as he talks.
 - E. all of the above.
5. The process of transferring a message from one person to another is
 - A. the need for a message is recognized.
 - B. the message is formed, given, and received.
 - C. the message is translated or interpreted by the receiver.
 - D. the response is given.
 - E. all of the above.
6. The characteristics of a pleasing voice make people enjoy hearing your voice. These are
 - A. a medium pitch.
 - B. loud and harsh tone.
 - C. tense quality.
 - D. to speak rapidly.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	016	016	002

SITUATION #1

Suppose you are a receptionist in a medical office. Your task is to see that seven-year-old Janie is settled in an examining room and that her mother remains in the reception room.

Transfer the message to this fearful, negative child, rather strongly attached to her mother.

SITUATION #2

The first patient arrives fifteen minutes early. She is an enthusiastic, talkative individual. You are still dusting and yet to prepare the examining rooms. No one else is in the office, the telephone is ringing, and the behavior of this patient in the past indicates that you should give her undivided attention.

Knowing all this, how do you say, "Good Morning!"?

SITUATION #3

The doctor has been detained by a serious emergency in surgery and the patient who has come fifty miles to see him will have to wait two hours.

What would you say to the patient?

SITUATION #4

An aggressive, overbearing salesman bursts into the office every Tuesday morning at nine, right in the middle of your busy schedule. Your physician has left instructions that he does not want to see this salesman-- ever! Yet your physician has also instructed you to be courteous to all salesmen but to prevent them from disturbing him.

What would you say to the salesman?

DEPT.	PROG	TASK	TPO	MPO
070904	MA	016	016	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	<u>SITUATION #1</u>												
*	1. Greet mother and child warmly.												
*	2. Transfer message to Janie and mother.												
*	3. Escort Janie to examing room without mother.												
*	4. Reassure mother.												
	<u>SITUATION #2</u>												
*	1. Greet patient in friendly manner.												
	2. Offer magazine to read.												
*	3. Reassure patient you will be with her soon.												
*	4. Show interest in her.												
	<u>SITUATION #3</u>												
*	1. Tell patient about emergency and delay.												
*	2. Offer another appointment.												
*	3. Offer magazine or suggest shopping nearby.												
	4. Reassure patient.												
	<u>SITUATION #4</u>												
*	1. Greet salesman warmly.												
*	2. Be tactful.												
*	3. Suggest to salesman to leave samples and/or literature.												
	4. Reassure doctor may contact him for purchase.												
	TOTAL POINTS EARNED =												
	POINTS NEEDED FOR MASTERY = 3												
	TOTAL POINTS POSSIBLE = 4												
	<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>016</td> <td>016</td> <td>002</td> </tr> </tbody> </table>			DEPT.	PROG	TASK	TPO	MPO	070904	MA	016	016	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	016	016	002									



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A LEARNING GUIDE

Task DEMONSTRATE HANDWASHING

Purpose The medical assistant must employ the correct technique for disinfecting the hands at all appropriate times, to minimize the risk of contracting or transmitting infections. This learning guide will assist you to demonstrate handwashing.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	040	4 hours	

7/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, demonstrate handwashing. To master this task, you must pass 9 out of 10 (90%) on a written criterion examination and 18 out of 20 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe handwashing.

2. Demonstrate handwashing.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07			
0904	MA	040	040

Instructor's Signature
(verifies competency)

pg. 2.

MICRO - PERFORMANCE OBJECTIVE #1

Describe handwashing.

LEARNING STEPS

1. Read Resource #1 for information on handwashing.
2. Complete Resource #2 for a review on handwashing.
3. Proceed to Resource #3.

RESOURCES

1. Information sheet 040-001-001, "Handwashing", pg. 4-5 , in this guide.
2. Activiy sheet 040-001-002, "Review Handwashing", pg. 6-7, in this guide. See instructor for evaluation.
3. MPO#2, pg. 8 , in this guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	001

Information Sheet 040

"Handwashing"

Hands carry germs(microorganisms). Bacteria are one-celled microorganisms, some of which cause disease and are referred to as being pathogenic. Dirty or contaminated articles on surfaces provide an ideal environment for pathogens to grow and multiply. Infections are caused by disease-producing microorganisms (pathogens) which invade the tissues of the body and set up a chemical reaction which in turn causes the tissues to react. Some common pathogenic organisms include streptococcus "strep infection", and staphylococcus or "staphinfection".

Microorganisms that do not produce are referred to as being nonpathogenic. Some of the common nonpathogenic organisms are Escherichia coli(E. Coli) and Proteus Vulgaris. They are both normal, harmless organisms of the intestinal tract, however, if these organisms get into another part of the body(such as the bladder or an open wound), they may cause an infection.

Microorganisms can enter the body through the mouth, nose, the genitourinary tract, or through breaks in the skin. Breaks in the skin are frequently the means by which microorganisms enter the body.

Certain environmental conditions are needed to help them live and grow: moisture, food, oxygen, temperature, and darkness. A clean, dry, light and airy atmosphere helps to prevent the growth of germs, or kills those that already exist.

One of the simplest ways to prevent the spread of disease and germs is the handwashing technique. Transient bacteria-the type that hands accumulate in everyday living and working-are removed easily by thorough washing with soap or a detergent and water, about a minute is recommended. If the hands are contaminated with blood, purulent materials, mucus, saliva, or secretions from wounds, washing should be done for 2 to 3 minutes. A sterile brush may be used, if the hands are contaminated grossly, but it should be used with great care since it is easy to brush organisms into hair follicles and skin crevices, which may lead to infection and harboring of organisms. Underneath the nails should be cleansed with a sterile nail file or an orange stick and again caution should be exercised to prevent breaking the skin.

Proper hand care includes prevention of hangnails and skin abrasions, which might provide entry of bacteria into your body and cause you to become ill.

Jewelry should not be worn when giving patient care because bacteria becomes lodged in the settings or stones of rings. An exception is a plain wedding band.

Bacteria-inhibiting(bacteriostatic) liquid soaps may be used for special handwashing and disinfection of skin surfaces. Hexachlorophene is the active ingredient in these types of soaps, however, it has a cumulative effect in reducing bacteria on the skin; the more often it is used, and the longer it remains on the skin, the fewer the bacteria that grow. If bar soap is used for cleansing, the bar should be picked up at the beginning of the washing period and held in the hands during the entire washing period. Following washing, the bar should be rinsed and then dropped onto the soap dish. A soap dish that allows water to drain from the soap is preferable in order to keep the soap firm. If a brush is being used, the bar of soap may be held on the back of the brush while using the brush. A simple technique is to use liquid soap dispensed with a foot lever.

DEPT.	PROG	TASK	TPO	MPO
07				
0904	MA	040	040	001

It is preferable to wash the hands under running water at a sink with foot-controlled faucets. If the faucets are hand controlled, a paper towel should be used to open the faucets before washing and a paper towel used to close the faucets, to keep them clean. If it is necessary to use a basin, the water should be changed frequently while washing and after each person's use. The inside of a sink or a basin should be considered contaminated.

Hands and forearms should be held lower than the elbows during the washing period in order that soiled water will not run up the arms. Paper towels are best for drying the hands because they are disposable. If only cloth towels are available, wipe hands on clean, unused areas and discard when soiled. Waste baskets should be placed beside each sink for paper towel disposal. Linen hampers should be available in each wash area when linen towels are used.

Lotion and cream can be used following washing in order to keep the skin soft. Chapped and rough skin is difficult to keep clean and will break more easily with repeated washing.

If at anytime during the washing period, the hands accidentally brush along the inside of the sink or the basin, or on the soap dish, the entire washing period should be repeated. It is suggested that a timer be placed near the sink so that the washing period can be determined with accuracy.

The recommended handwashing routine schedule is:

1. Beginning tour of duty: 2 minutes (120 strokes)
2. Between patients: 30 seconds for patients not grossly contaminated
60 seconds (60 strokes).

You have learned that handwashing is a way of preventing the spread of bacteria and other microorganisms in order to protect the patient, others, and yourself. Harmful microorganisms are spread more by hands than any other method.

One kind of bacteria that is generally found on the skin is the staphylococcus, commonly called "staph". Staphylococci(plural) is disease producing and all health facilities are plagued by it. When "staph" enters the body it may cause local infection or soreness with pus. A break in the skin can cause bacteria to enter the body. It may also enter the body, but once it enters the blood stream the afflicted will feel very ill. Staphylococcus causes ailments such as boils, styes on eyelids, infections in surgical wounds, infections around fingernails, and food poisoning. Remember to wash your hands well and often and to dry them thoroughly.

Escherichia coli(E. Coli) are common inhabitants of the alimentary tract and are present in feces. This bacteria may cause an inflammatory condition of the urinary bladder, gallbladder, or abdominal cavity. Remember to wash your hands after handling a bedpan or a bowel movement.

Pseudomonas aeruginosa is a pathogenic microorganism found in draining wounds, infant diarrhea, otitis media (ear infections) and some other conditions that cause one who is infected to become very ill. Remember to wash your hands after caring for each patient.

Keeping hands clean will prevent the spread of such germs. A conscientious concern for cleansing all areas thoroughly and respect for his or her own health as well as the health of others, will determine effectiveness of handwashing to a great extent the

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	001

ACTIVITY SHEET 040-001-003
"Review Handwashing "

Name _____

Session _____

Date _____

Complete the following:

1. True or False?

- _____ Ornate rings should not be worn by health care workers.
- _____ Knuckles should be scrubbed with a brush.
- _____ It is necessary to wash before touching each patient.
- _____ Microorganisms must have food, moisture, and air to survive.
- _____ A dry bar of soap usually contains fewer bacteria than a moist one.
- _____ Your hands and body should not touch the sink at any time during handwashing.
- _____ Bacteria that enters the body through breaks in the skin are more dangerous than bacteria that enter through the nose and mouth.
- _____ You can spread microorganisms to another person without touching him.
- _____ Human fingers are the most common means of spreading microorganisms.
- _____ The palms of hands should be washed before washing the fingers.
- _____ All soap film on the hands should be removed by thorough rinsing.
- _____ The fingertips usually contain more bacteria than other parts of the hands.
- _____ An infected person can spread his infection to animals, food, clothing, and other objects as well as to people.
- _____ Hands and forearms should be held lower than the elbows during the washing period.

2. Short-Answer/Completion:

List five environmental conditions which facilitate the growth of microorganisms.

1. _____

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	001

Item 2 continued.

2. _____
3. _____
4. _____
5. _____

List two reasons for washing your hands in warm water.

1. _____
2. _____

Complete the following:

Which of the following items are needed for the asepsis handwash?

- _____ A. Sink
- _____ B. Hand Lotion
- _____ C. Paper Towels
- _____ D. Liquid Soap
- _____ E. Hot Water

Liquid soap is preferred over bar soap because

- _____ A. It is liquid.
- _____ B. It collects fewer germs than bar soap.
- _____ C. It retains bacteria.

The routine for disinfecting the hands between patients not grossly contaminated is

- _____ A. one-half minute (30 strokes)
- _____ B. 1 minute (60 strokes)
- _____ C. 2 minutes (120 strokes)

After washing, use a _____ to turn off the faucet.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	001

MICRO - PERFORMANCE OBJECTIVE #2

Demonstrate Handwashing.

LEARNING STEPS

1. View Resource #1 for a presentation on the asepsis handwash.
2. Complete Resource #2 to practice proper handwashing technique.
3. Complete Resource #3, for a written evaluation of this task.
4. Complete Resource #4 for a mastery performance of this task.
5. Proceed to Resource #5.

RESOURCES

1. Audiovisual presentation, AV# "The Asepsis Handwash", in LRC. (Hoffman Occupational Learning Systems, Module no. 4.4A)
2. Activity sheet 040-002-002, "Practice handwashing", pg. 10, in this guide.
3. Written Criterion Exam task #040, "Demonstrate Handwashing". See instructor.
4. Performance checklist, pg11-12, in this guide. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	002

Pg. 8

ACTIVITY SHEET 040-002-002

"Practice Handwashing"

Directions to the student:

Given the necessary tools and equipment, practice handwashing.

Necessary Tools and Equipment:

1. Sink with elbow bars (or sink with individual screw type faucets)
2. Orange stick
3. Hand lotion
4. Paper towels
5. Liquid soap (or bar soap)
6. Brush

Procedure

1. Approach the sink, making sure that no part of your body or clothing touches the sink.
2. Turn on the water. Use a paper towel if you are using hand controlled faucets. Keep the water running during the entire procedure.
3. Adjust the temperature to warm.
4. Wet hands under the running water.
5. Do not touch any part of the sink.
6. After the hands are thoroughly wet, apply the liquid soap or bar soap.
7. Wash the palms and the backs of the hands first.
8. Wash the fingers.
9. Rinse the hands, holding them under the running water.
10. Wet the forearms and wrists.
11. Apply more soap.
12. Wash the wrist and forearm.
13. Wash the other arm.
14. Rinse the forearms and wrists thoroughly.
15. Scrub the knuckles using a brush.
16. Take the orange stick and clean the fingernails.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	002

(Procedure for handwashing continued)

17. Do the handwashing operation over again following the same procedures.
18. Rinse thoroughly again.
19. Dry the hands using paper towels.
20. Turn off the water and remember, if using the hands, be sure to use a paper towel to turn the faucets off.
21. Apply the hand lotion.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	002

PROGRAM: MEDICAL ASSISTING

TASK: Demonstrate Handwashing

TASK # 040

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ **EVALUATION SITE** _____
EVALUATOR'S NAME _____ **PERFORMANCE ATTEMPT** 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary equipment demonstrate handwashing.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 18 OUT OF 20 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 18 OUT OF 20 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ac- cept	unac- ceptable
*	1. Stand away from sink.		
*	2. Turn water on.		
	3. Use paper towel for hand controlled faucets.		
*	4. Adjust water to warm temperature.		
*	5. Wet hands.		
*	6. Apply soap thoroughly.		
*	7. Wash the palms and backs of hands first.		
*	8. Wash the fingers.		
*	9. Rinse hands under running water.		
*	10. Wet forearms and wrists.		
*	11. Apply more soap.		
*	12. Wash wrist and forearm.		
*	13. Wash the other arm in the same sequence.		
*	14. Rinse forearms and wrists thoroughly.		
*	15. Scrub knuckles using brush.		
*	16. Clean fingernails with orange stick.		
*	17. Repeat handwashing procedure.		
*	18. Rinse thoroughly again.		
*	19. Turn off water, using a paper towel.		
	20. Apply hand lotion.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 18 TOTAL POINTS POSSIBLE = 20			

DEPT.	PROG	TASK	TPO	MPO
07				
0904	MA	040	040	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 040

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON demonstrating
handwashing.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	002

WRITTEN CRITERION EXAM
Task #040
"Demonstrate Handwashing"

Name _____ Date _____ Session _____

Complete the following by selecting the BEST answer.

1. Liquid soap is preferred over bar soap because
 - A. it is liquid.
 - B. it collects fewer germs.
 - C. it retains bacteria.
2. The routine for disinfecting hands between patients not grossly contaminated is
 - A. one-half minute.
 - B. one minute.
 - C. two minutes.
3. _____ should not be worn by health workers as ornate items collect dirt.
 - A. Watches
 - B. Rings
 - C. Bands
4. Bacteria that enters through the _____ are more dangerous than bacteria entering other body areas.
 - A. skin
 - B. nose
 - C. mouth
5. One of the simplest ways to prevent the spread of disease and germs is the _____ technique.
 - A. scrubbing
 - B. rinsing
 - C. handwashing
6. Hands and forearms should be held _____ than the elbows during the washing period.
 - A. lower
 - B. higher
 - C. at waist.
7. Touching the sink at any time during or after handwashing considers your hands to be _____.
 - A. contaminated.
 - B. cleansed.
 - C. disinfected.
8. After washing, use a _____ to turn off the faucet.
 - A. linen cloth
 - B. paper towel
 - C. handwipe

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	002

9. _____ must have food, moisture, and air to survive.

- A. Pathogens
- B. Microorganisms
- C. Non-pathogens

10. If the hands are contaminated with blood, purulent material, mucus, saliva or secretions from wounds hand washing should be done for _____ minutes.

- A. one
- B. two
- C. four

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	040	040	002

ANSWER KEY
CRITERION EXAM
040

1. B
2. A
3. B
4. A
5. C
6. A
7. A
8. B
9. B
10. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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Produced By

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A LEARNING GUIDE

Task

CLEAN AND WRAP INSTRUMENTS

Purpose

One of the main clinical responsibilities of the medical assistant is to carry out techniques with asepsis in mind. All instruments and other medical items used in office surgery, examinations, or treatment must be carefully cleaned before sterilization or disinfection. This learning guide will assist you to master cleaning and wrapping instruments and other medical items for autoclaving or disinfection.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	043	2 Hours	

3/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

2

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given instruments and wrapping materials, clean and wrap instruments.
To master this task you must score 8 out of 10 (85%) of MPO #1 and
6 out of 8 (85%) of MPO #2 on performance checklists, 8 out of 9
(90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Clean instruments.

2. Wrap instruments.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	043	043

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Clean instruments.

LEARNING STEPS

1. Read Resource #1 for information on cleaning instruments.
2. View Resource #2 for cleaning instruments.
3. Complete Resource #3 for a review on cleaning instruments.
4. Complete Resource #4 for practice on cleaning instruments.
5. Complete Resource #5 for a final performance.
6. Proceed to Resource #6.

RESOURCES

1. Textbook: The Medical Assistant by Bredow & Cooper, 4th edition, pages 193-197, in LRC.
2. Audiovisual presentation, AV# MA-02517-S/T, "Cleaning and Wrapping for Autoclaving," in LRC.
3. Activity Sheet 043-001-003, "Cleaning Instruments," page 4, in this guide. See instructor for evaluation.
4. Activity Sheet 043-001-004, "Practice Cleaning Instruments," page 5, in this guide.
5. Performance Checklist Task #043-001, page 6, in this guide.
6. MPO #2, page 8, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	001

ACTIVITY SHEET 043-001-003

"Cleaning Instruments"

Name _____ Date _____

Complete the following:

1. It is necessary to pay particular attention to serrated jaws and joints because they can harbor

2. True or False?
_____ Oil or grease should be used to loosen stubborn instrument jaws.
3. Fanfolding is _____ back one corner after making the first fold.
4. It is not considered safe to use instruments that have been stored on the shelf for
A. one week.
B. two weeks.
C. three weeks.
D. four weeks.
5. What must be written on the outside of the sterilization package?
A. _____
B. _____
6. True or False?
_____ Both the inside and outside of rubber gloves are air dried.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	001

ACTIVITY SHEET 043-001-004

"Practice Cleaning Instruments"

Directions to the student:

Given instruments, practice cleaning the instruments.

Tools and equipment needed:

Autoclave
Instruments to be cleaned and wrapped
Low sudsing detergent or blood solvent
Brush
Sterilization paper or double thickness of cloth
Rubber gloves
Pressure-sensitive autoclave tape
Green soap solution
Absorbent toweling
Powder
Glove talc

Procedure:

1. Obtain instruments, and articles to be cleaned and sterilized, from the instructor.
2. Rinse the instruments in cold water.
3. Place them in a solution of low sudsing detergent or blood solvent.
4. Open and unlock any instruments which have that feature.
5. Thoroughly scrub the instruments.
6. Rinse the instruments thoroughly in hot water and inspect them to make sure they are working properly.
7. Put aside any instruments that are not working properly.
8. Inspect the instruments for any signs of surface dirt.
9. Allow the instruments to dry.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	001

PROGRAM: MEDICAL ASSISTING
TASK: CLEAN AND WRAP INSTRUMENTS
TASK # 043-001

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given instruments, clean the instruments.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 8 OUT OF 10 POINTS OR 85 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 8 OUT OF 10 POINTS OR 85 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	001

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	1. Obtain instruments, and articles to be cleaned and sterilized, from the instructor.												
*	2. Rinse the instruments in cold water.												
*	3. Place them in a solution of low sudsing detergent or blood solvent.												
*	4. Open and unlock any instruments which have the feature.												
*	5. Scrub the instruments thoroughly.												
*	6. Rinse the instruments thoroughly in hot water and inspect them to make sure they are working properly.												
*	7. Put aside any instruments that are not working properly.												
*	8. Inspect the instruments for any signs of surface dirt.												
*	9. Allow the instruments to dry.												
	10. Prepare for wrapping.												
		TOTAL POINTS EARNED =											
		POINTS NEEDED FOR MASTERY = 8											
		TOTAL POINTS POSSIBLE = 10											
		<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>043</td> <td>043</td> <td>001</td> </tr> </tbody> </table>		DEPT.	PROG	TASK	TPO	MPO	070904	MA	043	043	001
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	043	043	001									

MICRO - PERFORMANCE OBJECTIVE - #2

Wrap instruments.

LEARNING STEPS

1. Review Resource #1 for wrapping autoclaving instruments.
2. Read Resource #2 for information on wrapping instruments.
3. Complete Resource #3 for practice on wrapping instruments.
4. Complete Resource #4 for a final performance.
5. Complete Resource #5 for a written evaluation.
6. Proceed to Resource #6.

RESOURCES

1. Audiovisual presentation, AV# MA-02517-S/T, "Cleaning and Wrapping for Autoclaving," in LRC.
2. Textbook: The Medical Assistant, by Bredow & Cooper, 4th edition, pages 197-199, in LRC.
3. Activity Sheet 043-003-003, "Wrap Instruments," page 9, in this guide.
4. Performance Checklist Task #043-002, page 10, in this guide. See instructor.
5. See instructor for Written Criterion Exam Task #043.
6. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	002

ACTIVITY SHEET 043-002-003

"Wrap Instruments"

Directions to the student:

Given instruments and wrapping materials, practice wrapping instruments for autoclaving.

Tools and equipment needed:

Autoclave
Instruments to be wrapped
Sterilization paper on double thickness or cloth
Pressure-sensitive autoclave tape
Sterilizer indicator

Procedure:

1. Obtain dry instruments and wrapping materials from instructor.
2. Place the wrapping material on the table diagonally so that one of the covers is facing you.
3. Inspect instruments for defects.
4. Open forceps.
5. Take the article to be wrapped and position it near the center of the wrapper.
6. Place sterilizer indicator inside wrapper with name of contents and date.
7. Fanfold each cover.
8. Tuck the last cover under the folds of the other cover.
9. Secure the folded "envelope" with pressure-sensitive autoclave tape.
10. Identify what is inside and put the date of sterilization on it and initial.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	002

PROGRAM: MEDICAL ASSISTING
TASK: CLEAN AND WRAP INSTRUMENTS
TASK # 043-002

PERFORMANCE/TERMINAL CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given instruments and wrapping materials, wrap instruments for sterilization.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 5 MINUTES AND MUST SCORE AT LEAST 6 OUT OF 8 POINTS OR 85 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 5 MINUTES AND MUST SCORE 6 OUT OF 8 POINTS OR 85 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	002

Page 11

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 043

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON CLEANING AND WRAPPING
INSTRUMENTS.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 8 out of 9 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	002

WRITTEN CRITERION EXAM

TASK #043

"Clean and Wrap Instruments"

Name _____

Date _____

Circle the BEST answer/answers in each of the following cases:

1. Reusable rubber gloves are inspected for punctures and soil by being:
 - A. turned inside out.
 - B. lubricated.
 - C. filled with water.
 - D. powdered.
2. When dried rubber gloves are to be wrapped for autoclaving, they should first be:
 - A. oiled.
 - B. powdered.
 - C. turned inside out.
 - D. folded over three times.
3. In wrapping packs for autoclaving, which of the following represents correct practice? (3 answers)
 - A. an individual pack should include only items that are expected to be used at one time.
 - B. items to be sterilized should be completely covered by the wrapping.
 - C. the wrapping should be tight and firm.
 - D. syringes should be disassembled.
4. After seeing a patient, used items should be (2 answers)
 - A. placed directly in a sink or container which can itself be taken to the sink for washing.
 - B. left in the patient area for pick-up later.
 - C. scrubbed and soaked later in the day when time permits.
 - D. syringes should be disassembled and the barrel and plunger rinsed and washed separately.
5. When preparing instruments for sterilization, this important step must not be skipped-- (2 answers)
 - A. keep all instruments closed.
 - B. open or dismantle all hinges.
 - C. scrub serrations and ratchets in detergent solution.
 - D. leave soiled instruments in the patient area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	002

(Continued)
WRITTEN CRITERION EXAM

"Clean and Wrap Instruments"

6. To wrap the items in individual packs _____
can be used.
- A. muslin
 - B. newspaper
 - C. special paper
 - D. plastic
 - E. bags with a transparent window
7. When wrapping items for the autoclave, the _____ (2 answers)
- A. pack should consist of an individual item or items that will be used all at one time.
 - B. corners and ends should be left open to allow entry of contaminants.
 - C. sterilization indicator should be used to insure sterilization.
 - D. wrapping should be tight so steam moves through easily and reaches every surface.
8. Items that can be used immediately after autoclaving need:
- A. to be wrapped.
 - B. not be wrapped.
9. Place the following steps for wrapping instruments or medical terms in proper order using 1 through 5.
- _____ all items are placed in the center.
 - _____ the left edge is folded over, leaving corners doubled back.
 - _____ the pack is folded up from the bottom and secured with pressure sensitive tape.
 - _____ the right edge is folded over, leaving corners doubled back.
 - _____ the pack is dated and labeled according to its content.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	043	043	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task PERFORM AUTOCLAVING

Purpose

The autoclave is the most common instrument for sterilization of instruments and articles. Medical assistants must become familiar with the loading and operating procedures for the autoclave as well as its capabilities. This learning guide will assist you to perform loading and operating autoclave procedures.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	044	2 Hours	

3/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

2

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, perform autoclaving. To master this task you must score 9 out of 10 (90%) on a written criterion exam and 12 out of 13 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe autoclaving.
2. Perform autoclaving.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	044	044

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe autoclaving.

LEARNING STEPS

1. View Resource #1 for information on autoclaving.
2. Read Resource #2 for information on autoclaving.
3. Complete Resource #3 for a review on autoclaving.
4. Proceed to resource #4.

RESOURCES

1. Audiovisual presentation, AV# MA-02518-S/T, "Loading and Operating the Autoclave," in LRC.
2. Textbook: The Medical Assistant by Cooper & Bredow, 4th edition, pages 197-204, in LRC.
3. Activity Sheet 044-001-003, "Autoclaving," page 4, in this guide. See instructor for evaluation.
4. MPO #2, page 7, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	001

ACTIVITY SHEET 044-Q01-Q03

"Autoclaving"

Name _____ Date _____

Complete the following:

1. True or false?

_____ Tap water should be used to fill the sterilizer's water reservoir.

2. During the sterilization cycle, the cool, dry air is forced

- A. upward and out.
- B. downward and out.
- C. upward and downward.
- D. to mix with the steam.

3. True or false?

_____ Air pockets in the chamber protect organisms in the packs.

4. An initial 15 minutes is required to _____ the sterilizer.

5. To increase the temperature of the sterilizer turn the selector knob

- A. right.
- B. left.
- C. up.
- D. down.

6. After the sterilization cycle, what must be done before the door is opened?

7. The sterile packages should be removed

- A. immediately.
- B. when damp dry.
- C. when completely dry.
- D. when needed by the doctor.

8. True or false?

_____ Unwrapped articles should be removed by a person with clean, dry hands.

9. The tape on wrapped articles should be checked for

- A. evidence of breakage.
- B. evidence of shrinkage.
- C. evidence of sterilization.
- D. evidence of dampness.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	001

(Continued)
ACTIVITY SHEET 044-001-093
"Autoclaving"

10. With a temperature of 250 F., fully wrapped surgical instruments should be sterilized for
- A. about five minutes.
 - B. about a half hour.
 - C. about an hour.
11. A medical assistant with clean, dry hands may remove from an autoclave
- A. materials wrapped in paper or muslin packs.
 - B. instruments sterilized on a tray without wrapping.
 - C. nothing unless she uses sterile forceps.
12. When autoclaving, the exposure period (sterilization period) is timed beginning when
- A. instruments are placed in the autoclave.
 - B. an adequate temperature has been reached.
 - C. adequate pressure has been built up.
13. After sterilization and before removing from the autoclave, materials must be allowed to
- A. cool.
 - B. dry.
 - C. change color.
14. The complete destruction of all forms of microbial life is
- A. disinfection.
 - B. sanitization.
 - C. sterilization.
15. Dry heat, moderately heated chemical gas mixtures, and saturated steam under pressure are used in
- A. disinfection.
 - B. sterilization.
 - C. sanitization.
16. Of the following materials, which should not be used in autoclaving?
- A. Muslin
 - B. Paper
 - C. Cellophane
 - D. Plastic

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	001

(Continued)

ACTIVITY SHEET 044-001-003

"Autoclaving"

17. Incomplete sterilization in an autoclave may be caused by
- A. placing cold instruments in a hot chamber.
 - B. opening the door too wide during the drying cycle.
 - C. over filling the water reservoir.
 - D. all of the above.
 - E. none of the above.
18. The autoclave works on the same principle as a
- A. kettle.
 - B. oven.
 - C. pressure cooker.
19. Sterilization indicators operate on the principle that
- A. specifically prepared dyes will change color if sterilization is complete.
 - B. the original color will reappear at the of four weeks.
 - C. sealing of packages has been adequate.
20. Dry heat is the most effective means of sterilizing for
- A. powders, oils and ointments.
 - B. gloves.
 - C. surgical instruments.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform autoclaving.

LEARNING STEPS

1. Observe Resource #1 for demonstration on loading and operating the autoclave.
2. Complete Resource #2 for practice on autoclaving.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a final performance.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 044-002-002, "Practice Autoclaving," page 8, in this guide.
3. See instructor for Written Criterion Exam Task #044.
4. Performance Checklist Task #044, page 9, in this guide.
See instructor.
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	044	044	002

ACTIVITY SHEET 044-002-002

"Practice Autoclaving"

Directions to the student:

Given an autoclave, packaged instruments and supplies requiring sterilization, practice sterilizing the items using the moist heat method.

Tools and equipment needed:

Autoclave
Distilled water
Instruments to be sterilized
Autoclave cleaner

Procedure:

1. Sort packages according to content.
2. Check time and temperature chart.
3. Check water reservoir.
4. Preheat autoclave.
5. Arrange items on tray allowing for circulation of steam through and around each package.
6. Set timer and temperature gauges according to load.
7. Lock autoclave door.
8. When timer rings,
 - A. vent steam.
 - B. dry items.
 - C. cool items.
9. Unload autoclave.
10. Clean autoclave if necessary.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	002

PROGRAM: MEDICAL ASSISTING
TASK: PERFORM AUTOCLAVING
TASK # 044

PERFORMANCE/~~PRODUCT~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, perform autoclaving.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 30 MINUTES AND MUST SCORE AT LEAST 12 OUT OF 13 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 30 MINUTES AND MUST SCORE 12 OUT OF 13 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		YES	NO										
	1. Sort package according to content.												
*	2. Check time and temperature chart.												
*	3. Check water reservoir.												
	4. Preheat autoclave.												
*	5. Arrange items on tray properly.												
*	6. Set timer and temperature gauge.												
*	7. Lock autoclave door.												
*	8. Vent steam.												
*	9. Dry items.												
*	10. Cool items.												
*	11. Unload autoclave.												
*	12. Store items.												
*	13. Clean autoclave.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 12													
TOTAL POINTS POSSIBLE = 13													
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>044</td> <td>044</td> <td>002</td> </tr> </tbody> </table>		DEPT.	PROG	TASK	TPO	MPO	070904	MA	044	044	002		
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	044	044	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # Q44

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING AUTOCLAVING.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	002

WRITTEN CRITERION EXAM

TASK #044

"Perform Autoclaving"

Name _____

Date _____

1. The sterile packages should be removed
 - A. immediately.
 - B. when damp dry.
 - C. when completely dry.
 - D. when needed by the doctor.
2. The tape on wrapped articles should be checked for
 - A. evidence of breakage.
 - B. evidence of shrinkage.
 - C. evidence of sterilization.
 - D. evidence of dampness.
3. When autoclaving, the exposure period (sterilization period) is timed beginning when
 - A. instruments are placed in the autoclave.
 - B. an adequate temperature has been reached.
 - C. adequate pressure has been built up.
4. After sterilization and before removing from the autoclave, materials must be allowed to
 - A. cool.
 - B. dry.
 - C. change color.
5. The complete destruction of all forms of microbial life is
 - A. disinfection.
 - B. sanitization.
 - C. sterilization.
6. Of the following materials, which should not be used in autoclaving?
 - A. Muslin
 - B. Paper
 - C. Cellophane
 - D. Plastic

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	002

(Continued)
WRITTEN CRITERION EXAM
"Perform Autoclaving"

7. Incomplete sterilization in an autoclave may be caused by
- A. placing cold instruments in a hot chamber.
 - B. opening the door too wide during the drying cycle.
 - C. over filling the water reservoir.
 - D. all of the above.
 - E. none of the above.
8. The autoclave works on the same principle as a
- A. kettle.
 - B. oven.
 - C. pressure cooker.
9. Dry heat is the most effective means of sterilizing for
- A. powders, oils, and ointments.
 - B. gloves.
 - C. surgical instruments.
10. The water used to fill the sterilizer's water reservoir is
- A. clean.
 - B. sterile.
 - C. distilled.
 - D. mineralized.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	044	044	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task

CHANGE A DRESSING

Purpose

Occasionally a patient who had an operation in a hospital or surgical work in the office will come to have a dressing changed or sutures removed. The doctor may expect the medical assistant to provide help as needed. This learning guide will assist you to learn how to change a dressing.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	045	2 Hours	

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

2

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary supplies and a patient, change a dressing. To master this task you must score 13 out of 14 (90%) on a performance checklist and 5 out of 6 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe wounds and dressings.
2. Set up dressing tray.
3. Change a dressing.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	045	045

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe wounds and dressings.

LEARNING STEPS

1. Read Resource #1 on dressings.
2. View Resource #2 for information on wounds and dressings.
3. Read Resource #3 for information on wounds.
4. Complete Resource #3 for a review on dressings.
5. Proceed to Resource #5.

RESOURCES

1. Textbook: The Medical Assistant by M. Cooper and M. Bredow, 4th edition, pages 352-55. (McGraw-Hill Book Co., St. Louis, MO) in LRC.
2. Audio-visual presentation, AV #MA-02585-S/T in LRC. (Hoffman Educational Systems, Module 10.5A) in LRC.
3. Textbook: Standard First Aid and Personal Safety, the American Red Cross, pages 18-44, in LRC.
4. Activity Sheet 045-001-004, "Dressings and Wounds," page 4 in this guide. See instructor for evaluation.
5. MPO #2, page 5, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	001

ACTIVITY SHEET 045-001-004

"Dressings and Wounds"

A. List the four purposes served by dressings following surgery.

1. _____
2. _____
3. _____
4. _____

B. Define dressings.

C. True or False.

- _____ 1. After an operative procedure the wound is closed.
- _____ 2. An original dressing should provide absorption for four days.
- _____ 3. Dressings may be of the self-adhesive type.
- _____ 4. Applying dressings should be a sterile procedure.
- _____ 5. Absorbent cotton should be placed on a wound.
- _____ 6. Absorbent cotton may be used for cleaning a wound with antiseptic or for cleaning and sterilizing the skin before an injection.

D. Define open and closed wound and give examples.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	001

MICRO - PERFORMANCE OBJECTIVE - #2

Set up dressing tray.

LEARNING STEPS

1. Refer to Resource #1 for information on dressing tray.
2. Observe Resource #2 for a demonstration on a setup for dressing tray.
3. Complete Resource #3 for setting up a dressing tray.
4. Proceed to Resource #4.

RESOURCES

1. Textbook: The Medical Assistant by Bredow & Cooper, pages 353-354, in LRC.
2. See instructor.
3. Activity Sheet 045-002-003, "Dressing Tray," page 6, in this guide. See instructor for evaluation.
4. MPO #3, page 3, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	002

Page 5

ACTIVITY SHEET 045-002-Q03

"A Dressing Tray"

Directions to the student:

Given the necessary supplies, practice setting up a dressing tray.

Necessary Supplies:

Hydrogen peroxide
Cotton balls
Sterile gauze (dressings)
Sterile applicators
Bandages
Tape
Gloves
Bandage scissors
Suture scissors
Thumb forceps
Antiseptic
Medication
Tape

Procedure:

1. Wash hands.
2. Assemble necessary supplies.
3. Place on Mayo stand or tray the necessary items for a dressing change.
4. Place near patient for dressing change.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	002

MICRO - PERFORMANCE OBJECTIVE - #3

Change a dressing

LEARNING STEPS

1. Read Resource #1 for information on changing a dressing.
2. Complete Resource #2 for a review on a dressing change.
3. Complete Resource #3 for practice of this task.
4. Complete Resource #4 for mastery evaluation.
5. Complete Resource #5 for written evaluation.
6. Proceed to Resource #6.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick & Kinn, 5th edition, pgs. 574-75 (W.B. Saunders Co., St. Louis, MO), in LRC.
2. Activity Sheet 045-003-002, "A Dressing Change," pg. 8, in this guide. See instructor for evaluation.
3. Activity Sheet 045-003-003, "Practice Dressing Change," page 9, in this guide.
4. Performance Checklist Task #045, "Change a dressing," pg. 10-11 in this guide. See instructor.
5. Written Criterion Exam Task #045. See instructor.
6. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	003

ACTIVITY SHEET 045-003-003

"A Dressing Change"

True or False. Correct false answers.

- _____ 1. The patient should disrobe to sufficiently expose the area and be placed in a comfortable position.
- _____ 2. If the wound is infectious, you should wear gloves to handle the contaminated dressings or use dressing forceps.
- _____ 3. Always remove tape by pulling away from the wound.
- _____ 4. Old dressings adhered to the wound may be soaked off with hydrogen peroxide or sterile saline.
- _____ 5. Do not pull off a dressing that is stuck to a wound.
- _____ 6. Leave contaminated materials on the dressing tray on counter top.
- _____ 7. Cleanse the area and wound by gently blotting with sterile gauze.
- _____ 8. Cotton does not adhere to granulation tissue.
- _____ 9. If ointment is to be used, use a sterile tongue depressor or applicator to spread on a sterile gauze and then cover the wound.
- _____ 10. Do not spread an ointment directly on a wound.
- _____ 11. Keep sterile items separate from contaminated items.
- _____ 12. Avoid leaning over a sterile field.
- _____ 13. Hair, talking or coughing may be source of contamination.
- _____ 14. An improper bandage can do no harm.
- _____ 15. Record the date and the dressing change accurately in a patient's medical record.
- _____ 16. Note how much discharge on the old dressing, condition of wound, what medication was applied and when the patient is to return.
- _____ 17. Pustulant matter means pus matter.
- _____ 18. Expose the area to be dressed.
- _____ 19. Place toweling underneath the area for a dressing change.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	003

ACTIVITY SHEET 045-003-003

"Practice Dressing Change"

Directions to the student:

Given the dressing tray with necessary items practice changing a dressing.

Procedure:

1. Wash hands.
2. Assemble all necessary supplies.
3. Explain the procedure to the patient.
4. Expose the area to be dressed. Have the patient disrobe if necessary and drape if needed.
5. Place toweling underneath the area.
6. Don surgical gloves to remove the dressing.
7. Using bandage scissors, cut the tape near the bandage. Pull tape toward the wound to remove.
8. Soak the bandage with hydrogen peroxide if it is adhered to the wound.
9. Place the contaminated bandage in a container that is specifically for contaminated material. Remove surgical gloves and place them also in the container.
10. Cleanse the wound with an antiseptic and sterile sponge.
11. Pad the wound dry with a sterile sponge.
12. Report how the wound appears to the physician.
13. Apply medication as directed by the physician.
14. Reapply a clean dressing. Tape down being sure not to tape over the wound.
15. Record the dressing change accurately on the patient's medical record.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	003

PROGRAM: MEDICAL ASSISTING
TASK: DEMONSTRATE A DRESSING CHANGE
TASK # 045

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary supplies, change a dressing.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 13 OUT OF 14 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 13 OUT OF 14 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	003

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC.
	1. Wash hands.		
*	2. Explain procedures to the patient.		
*	3. Expose the area to be dressed.		
*	4. Place towel underneath the area.		
*	5. Don surgical gloves.		
*	6. Cut the tape and pull toward the wound.		
*	7. Soak the bandage if adhered to wound.		
*	8. Discard contaminated bandage.		
*	9. Remove gloves and discard.		
*	10. Cleanse wound.		
*	11. Pad wound dry.		
*	12. Apply medication as directed.		
*	13. Reapply clean dressing and tape.		
*	14. Record dressing change.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 13			
TOTAL POINTS POSSIBLE = 14			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	003

WRITTEN CRITERION EXAM

TASK #045

"CHANGE A DRESSING"

Name _____ Date _____

Select the BEST answer.

1. The purpose of a _____ is absorb secretions and to exert pressure.
 - A. drain
 - B. dressing
 - C. closure
 - D. suture
2. Drains may be inserted into the tissues to _____ the flow of secretions.
 - A. prevent
 - B. facilitate
 - C. stop
 - D. absorb
3. Always remove tape by pulling _____ from the wound.
 - A. toward
 - B. away
 - C. aside
 - D. upward
4. An example of an open wound, a scrape, is a/an _____.
 - A. abrasion.
 - B. incision.
 - C. contusion.
 - D. laceration.
5. A bruise is a/an _____ wound.
 - A. open
 - B. closed
 - C. bloody
 - D. partial
6. _____ may be used to soak old dressings adhered to the wound.
 - A. Sodium chloride
 - B. Hydrogen peroxide
 - C. Phiso-derm
 - D. Distilled water

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	003

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 045

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON CHANGE A DRESSING

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 5 out of 6 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	045	045	003



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task

REMOVE SUTURES

Purpose

A patient will return to the office after so many days (usually five days), depending upon the depth of the wound.

A medical assistant may be responsible for removing the sutures. This learning guide will assist you on how to remove the sutures from a wound.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	048	2 Hours	

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

2

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given a suture removal set and sterile supplies remove sutures from a wound. To master this task you must score 9 out of 10 (90%) on a performance evaluation and 4 out of 5 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe sutures.
2. Remove sutures.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07.0904	MA	048	048

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

1. Describe sutures.

LEARNING STEPS

1. Read Resource #1 for information on suture materials.
2. Complete Resource #2 for a review on sutures. Hand into instructor for evaluation.
3. Proceed to Resource #3.

RESOURCES

1. Textbook, Mastering Medical Terminology by Venlee Gross, 5th edition, pgs 7-10 (Halls of Ivy Press, 13050 Rayner St.) N. Hollywood, California 91605) in LRC.
2. Activity sheet 048-001-001 "Suture Materials", page 4, in this guide.
3. Micro-performance objective #2, page 5, in this guide.

DEPT	PROG	TASK	TPO	MPO
07.0904	MA	048	048	002

ACTIVITY SHEET 048-C01-001

"SUTURE MATERIALS"

A. Fill in the blank with the proper term.

1. Sutures are of two types of material which are _____ or _____.
2. _____ sutures are those which are absorbed or digested by the body during and after healing and do not have to be removed.
3. Surgical gut (catgut) is an _____ suture.
4. _____ sutures are those which cannot be absorbed or digested.
5. Silk is a type of _____ suture.
6. Metal wire comes in various gauges and metals and is used primarily for _____ surgery.
7. A removable metal clip is a _____ clip.
8. The _____ of the suture is determined by the area and the purpose for which it is used.
9. _____ suture material is the finest.
10. Some _____ materials are designated as fine, coarse and medium.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	048	048	001

MICRO - PERFORMANCE OBJECTIVE - #2

Remove Sutures

LEARNING STEPS

1. Read Resource #1 for information on suture removal.
2. Observe Resource #2 for a demonstration on suture removal.
3. Complete Resource #3 for practice of this task.
4. Complete Resource #4 for a written evaluation.
5. Complete Resource #5 for a performance evaluation for mastery of this task.
6. Proceed to Resource #6.

RESOURCES

1. Textbook: The Medical Office Assistant Administrative and Clinical, by Frederick & Kinn, 5th edition, page 577. (W.B. Saunders Co., Philadelphia, PA), in LRC.
2. See instructor.
3. Activity Sheet 046-002-003 "Suture Removal", page 6, in this guide.
4. Written Criterion Exam Task #048. See instructor.
5. Performance checklist, Task #048, page 7-8, in this guide.
6. See instructor for next learning guide

DEPT.	PROG	TASK	TPO	MPO
070904	MA	048	048	002

ACTIVITY SHEET 048-002-003

"SUTURE REMOVAL"

Directions to the student:

Given a patient with sutured wound, suture removal set and sterile supplies, remove the sutures from the wound.

Materials Needed:

- 1 Littauer Scissors 4 3/4"
- 1 SS forceps 4 1/2"
- 1 3" x 3" sponge

Skin closures

Skin antiseptic

Procedure:

1. Wash hands before and after procedure.
2. Ascertain location of wound and type of scissors.
3. Assemble materials.
4. Position patient and expose area of wound.
5. Remove soiled dressing and dispose of in receptacle.
6. Prepare a sterile field around wound.
7. Cleanse wound.
8. Using forceps, grasp knot and gently lift suture up and cut with scissors as near to skin as possible, pulling suture out gently and towards the incision.
9. Repeat cutting and extracting sutures until all have been removed.
10. Inspect incision. Ask physician to check the wound if it is separated or inflamed.
11. Record procedure and condition of wound.

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	048	048	002

PROGRAM: MEDICAL ASSISTING

TASK: REMOVE SUTURES

TASK # 048

PERFORMANCE/~~TERMINAL~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given a suture removal set and sterile supplies, remove sutures from a wound.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 9 OUT OF 10 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 9 OUT OF 10 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	048	048	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
*	1. Wash hands.												
*	2. Assemble materials.												
*	3. Position patient and expose area of wound.												
*	4. Remove soiled dressing and dispose in proper receptacle.												
*	5. Prepare sterile field around wound.												
*	6. Cleanse wound.												
*	7. Remove sutures toward incision.												
*	8. Inspect incision.												
*	9. Record procedure and condition of wound.												
	10. Clean up working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 9													
TOTAL POINTS POSSIBLE = 10													
<table border="1" style="width: 100%;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>048</td> <td>048</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	048	048	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	048	048	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 048

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON REMOVING
SUTURES.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 4 out of 5 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	048	048	002

WRITTEN CRITERION EXAM

TASK #048

"REMOVE SUTURES"

Name _____ Date _____

Select the BEST answer.

1. Sutures which are absorbed by the body and do not have to be removed are
 - A. crochet cotton.
 - B. absorbable.
 - C. silkworm gut.
 - D. non-absorbable.
2. A type of nonabsorbable suture is
 - A. catgut.
 - B. silk.
 - C. chromic gut.
 - D. sheepgut.
3. A removable metal clip is a
 - A. Cushing clip.
 - B. Tantalum clip.
 - C. Michel clip.
 - D. Tantalum wire.
4. The finest of sutures is a
 - A. 2-0
 - B. 4-0
 - C. 6-0
 - D. 000
5. Remove each stitch by pulling _____ the incision.
 - A. away from
 - B. toward
 - C. to the side of
 - D. to the middle of

DEPT.	PROG	TASK	TPO	MPO
070904	MA	048	048	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

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19525 W. Washington Street
Grayslake, IL 60030

A LEARNING GUIDE

Task PREPARE SUTURE TRAY

Purpose

A suture tray is one of the trays a medical assistant may be responsible to wrap for autoclaving and have ready for an emergency situation when a patient has cut a part of the body very deeply.

The physician may have his/her preferences as to what he/she desires in his/her suture paks or depend on a disposable suture pak. This guide will assist you to prepare a suture tray.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	049	2 Hours	

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

2

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary supplies, prepare suture tray. To master this task you must score 2 out of 3 (90%) on a performance checklist and 9 out of 10 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe suture setup.
2. Prepare suture tray.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07.0904	MA	049	049

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe suture setup

LEARNING STEPS

1. Read Resource #1 for information on suture setup.
2. Complete Resource #2 for a review on suture setup.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick & Kinn, 5th edition, pages 575-577 (W.B. Saunders & Co., Philadelphia, PA), in LRC.
2. Activity Sheet 049-001-002 "A Suture Setup", page 4, in this guide.
3. MPO #2, page 5, in this guide.

DEPT	PROC	TASK	TPO	MPO
07,0904	MA	049	042	001

Activity Sheet 049-001-002
"A Suture Setup"

True or False. Correct false answers.

- ___ 1. If an emergency patient arrives in the office with a pressure dressing over the laceration, do not remove the pressure dressing until the physician is ready to suture.
- ___ 2. Suture means to stitch.
- ___ 3. Ask the patient the possible length, depth, and exact location of the laceration.
- ___ 4. A laceration is an incision (cut).
- ___ 5. Frequently, clean lacerations in a moderately protected area will not be dressed but left open.
- ___ 6. The size of the suture material and the needle used will depend on the area and depth of the wound.
- ___ 7. The needle and syringe used will depend on the area and depth to be injected for local anesthesia.
- ___ 8. Some lacerations may be closed with adhesive strips.
- ___ 9. Adhesive strips increase the chance of infection.
- ___ 10. Adhesive strips do not leave suture scars.
- ___ 11. When applying steri-strip skin closures on a larger wound always be careful that the skin edges are smoothly approximated.
- ___ 12. Steri-strips should be about $\frac{1}{2}$ inch apart.
- ___ 13. Finish closing the wound with steri-strips applied parallel to wound for strength.
- ___ 14. Clean and dry skin at least $2\frac{1}{2}$ inches around the wound, making sure to remove skin oil and exudates.
- ___ 15. Tincture of benzoin may be applied on a lacerated area.

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	049	049	001

MICRO - PERFORMANCE OBJECTIVE - #2

Prepare Suture Tray

LEARNING STEPS

1. View Resource #1 for demonstration on suture setup.
2. Complete Resource #2 for preparing a suture tray.
3. Complete Resource #3 for performance evaluation.
4. Complete Resource #4 for written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 049-002-001 "Prepare Suture Tray", page 6, in this guide.
3. Performance checklist Task #049 page 7-8, in this guide. See instructor.
4. See instructor for Written Criterion Exam Task #049.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	049	049	002

ACTIVITY SHEET 049-002-001

"Prepare Suture Tray"

Directions to the Student:

Given the necessary items, practice preparing a suture tray following each procedure step correctly.

Necessary items:

Needle Holder
Scissors S/B
Tissue Forceps
Gauze sponges 4 x 4
Hemostats (3)
Suture materials and needle
(may be separate)

Procedure:

1. Wash hands.
2. Assemble necessary items.
3. Place on tray.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	049	049	002

PROGRAM: MEDICAL ASSISTING
TASK: PREPARE SUTURE TRAY
TASK # 049

PERFORMANCE/~~TERMINAL~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary items, prepare suture tray.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 2 OUT OF 3 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 2 OUT OF 3 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07.090	MA	049	049	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC										
	1. Wash hands.												
*	2. Assemble necessary items.												
*	3. Place on tray.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 2													
TOTAL POINTS POSSIBLE = 3													
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>07.0904</td> <td>MA</td> <td>049</td> <td>049</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	07.0904	MA	049	049	002
DEPT.	PROG	TASK	TPO	MPO									
07.0904	MA	049	049	002									

Page 8

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 049

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PREPARING THE SUTURE
TRAY

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	049	049	002

Written Exam

Task #049

"Prepare Suture Tray"

Name _____

Date _____

A. Select the best answer.

1. If an emergency patient arrives in the office with a pressure dressing over the laceration _____ the pressure dressing.
 - A. do not remove
 - B. always remove
 - C. always apply
 - D. reapply
2. To suture means to _____ a wound.
 - A. cut
 - B. stitch
 - C. scrape
 - D. dress
3. A laceration is a
 - A. scrape.
 - B. incision.
 - C. dressing.
 - D. excision.
4. Some lacerations may be closed with
 - A. wire clips.
 - B. adhesive strips.
 - C. sutures.
 - D. tape
5. Steri-strips should be about _____ apart.
 - A. $\frac{1}{4}$ inch
 - B. $\frac{1}{2}$ inch
 - C. 1 inch
 - D. $1\frac{1}{2}$ inch
6. _____ may be applied on a lacerated area.
 - A. Tincture of benzoin
 - B. Alcohol 70%
 - C. Hydrogen peroxide
 - D. PHisoHex

DEPT.	PROG	TASK	TPO	MPO
070904	MA	049	049	002

7. Clean lacerations in a moderately protected area will not be dressed but left _____.
- A. closed.
 - B. open.
8. Adhesive strips reduces the chance of infection and _____ leave suture scars.
- A. do
 - B. do not
9. The patient will be instructed to keep the area _____.
- A. dried.
 - B. dressed.
 - C. washed.
 - D. cleaned.
10. The area and depth of the wound will determine the _____ of the suture material and needle used.
- A. width
 - B. size
 - C. type
 - D. length

DEPT.	PROG	TASK	TPO	MPO
070904	MA	049	049	002



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Grayslake, IL 60030

A LEARNING GUIDE

Task

PREPARE PATIENT FOR EXAMINATION

Purpose The doctor relies on you to know how to prepare a patient by giving him/her undivided attention and to have the room ready for the type of examination to be done. This Learning guide will assist you to prepare the patient for examination.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	054	2hours	

1/83

LEARNING CONTRACT

1 STUDENT DATA

NAME

2h

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, prepare a patient for examination. To master this task you must score 4 out of 5 (80%) on a written criterion examination and 7 out of 8 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe patient psychology.
2. Prepare patient for examination.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TO
07.0904	MA	054	054

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe patient psychology.

LEARNING STEPS

1. Read Resource #1 for information on patient psychology.
2. View Resource #2 for preparing a patient for examination.
3. Complete Resource #3 for a review on patient preparation.
4. Proceed to Resource #4.

RESOURCES

1. Textbook: The Medical Office Assistant, administrative and clinical, by Frederick & Kinn, 5th edition, pgs. 511-512, in LRC.
2. Audiovisual presentation AV# "The Patient Examination: General Preparations," in LRC. (Hoffman Educational Systems, Module 5.1A)
3. Activity Sheet 054-001-003, "Patient Preparation," pg. 4, in this SLG. (See instructor for evaluation.)
4. MPO #2, Pg.6 , in this SLG.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	054	054	001

ACTIVITY SHEET 054-001-003

"Patient Preparation"

True or False. Correct the false answers.

1. _____ Environment, communications, reactions, and interactions are essential in providing good patient care.
2. _____ Patient care starts with the physical examination and when the patient first contacts the physician's office.
3. _____ The patient is an individual with anxieties.
4. _____ It is essential to remember to be effective in communicating with the patient, both verbally and nonverbally.
5. _____ The medical assistant is there for one purpose only - to give the doctor the best possible care.
6. _____ Privacy is important in a doctor's office.
7. _____ Do not express surprise or displeasure at a patient's statement.
8. _____ Expressions should be of interest and concern.
9. _____ The medical assistant should judge what is or is not of importance.
10. _____ The information gained should be reported to the physician in an organized manner without opinion or interpretation.
11. The prospect of a thorough physical examination can be frightening to a patient. List two reasons for such fears.
 - A. _____
 - B. _____

True or False?

12. _____ The medical assistant should try to limit the patient's conversation to answering the required questions.
13. During the pre-examination period, the medical assistant should
 - _____ A. limit the patient's talking .
 - _____ B explain the general nature of the examination.
 - _____ C. be patronizing.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	054	054	001

13. (continued)

_____ deviate from office procedure.

14. The medical assistant should not

_____ A. sacrifice accuracy for speed.

_____ B. give the patient specific instructions concerning disrobing and gowning.

_____ C. be concerned about exposing the patient unnecessarily.

_____ D. help position the patient on the examination table, if necessary.

15. If the patient being examined is female, the medical assistant (should/should not)
_____ leave the room

16. True or False?

_____ It is necessary for the medical assistant to give concise instructions
where the patient is to go next.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	054	054	001

MICRO - PERFORMANCE OBJECTIVE #2

Prepare patient for examination

LEARNING STEPS

1. Observe Resource #1 for a demonstration on how to prepare a patient for examination.
2. Complete Resource #2 for practice on patient preparation.
3. Complete Resource #3 for a written evaluation of this task.
4. Complete Resource #4 for a mastery performance of this task.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 054-002-002, "Practice Preparing a Patient for Examination", pg. 7, in this SLG.
3. Written Criterion Exam Task #054, "Prepare Patient for Examination", in LRC. See instructor for evaluation.
4. Performance checklist, pgs. 8-9 in this SLG. See instructor for evaluation.
5. See instructor for next Learning Guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	054	054	002

PG 6

ACTIVITY SHEET

054-002-002

"Practice Preparing a Patient for Examination"

Directions to the student:

Given the necessary tools and equipment prepare the patient for examination.

Necessary tools and equipment:

Pads
Drapes
Linens
Basins
Stethoscope
Percussion hammer
Tuning fork
Tongue blades
Tissue or wipes
Cotton applicators
Kidney basin
Rubber gloves
Lubricant
Ophthalmoscope with otoscope attachment
Thermometer
Gown
Sphygmomanometer
Scale

Procedure:

1. Obtain the necessary equipment and materials.
2. Greet the patient in a warm and friendly manner and help the patient relax in the examining room.
3. Obtain the required patient data.
4. Explain to the patient the general nature of the examination and what cooperation is expected.
5. Prepare the patient for the examination as instructed by the Doctor.
6. If the patient is a female, do not leave the room while the Doctor is examining the patient.
7. When the examination is over, assist the patient in whatever areas that he/she may need help in.
8. Give the patient instructions as to where to go next.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	054	054	002

Pg 7

PROGRAM: MEDICAL ASSISTING

TASK: PREPARE A PATIENT FOR EXAMINATION

TASK # 054

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ **EVALUATION SITE** _____
EVALUATOR'S NAME _____ **PERFORMANCE ATTEMPT** 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, prepare a patient for examination.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 7 OUT OF 8 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 7 OUT OF 8 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	054	054	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		YES	NO										
	1. Obtain the necessary equipment and materials.												
*	2. Greet the patient.												
*	3. Obtain the required patient data.												
*	4. Explain to the patient the general nature of the examination and what cooperation is expected.												
*	5. Prepare the patient for the examination as instructed by the Doctor.												
*	6. Stay with the female patient while the Doctor is examining the patient.												
*	7. Assist the patient in whatever areas as that he/she may need help in.												
*	8. Give the patient instructions as to where to go next.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 7													
TOTAL POINTS POSSIBLE = 8													
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>054</td> <td>054</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	054	054	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	054	054	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 054

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON preparing a
patient for examination.

Each of the questions or incomplete statements below is
followed by several words, phrases, or a series of num-
bers. Choose the one which best answers the question or
completes the statement correctly. Place the letter asso-
ciated with that choice (A, B, C or D) in the numbered
blank space on your ANSWER SHEET. DO NOT WRITE ON THIS
TEST! To master this exam you must answer 4 out of
5 items correctly, (80 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	054	054	002

WRITTEN CRITERION EXAM

Task #054

"Prepare Patient for Examination"

NAME: _____

Select the BEST answer for each of the statements.

1. The prospect of a thorough physical examination can be frightening to a patient.
A reason for such fears is
 - A. fear of strangeness.
 - B. fear of the unknown.
 - C. fear of the doctor.
 - D. fear of equipment.

2. During the pre-examination period, the medical assistant should
 - A. be patronizing.
 - B. limit the patient's talking.
 - C. explain the general nature of the examination.
 - D. deviate from office procedure.

3. The medical assistant should not
 - A. sacrifice accuracy for speed.
 - B. give the patient specific instructions concerning disrobing and gowning.
 - C. be concerned about exposing the patient unnecessarily.
 - D. help position the patient on the examination table, if necessary.

4. If the patient being examined is female, the medical assistant should _____
the room.
 - A. leave
 - B. remain in
 - C. come back to
 - D. enter

5. Expression of surprise or displeasure can enhance patient
 - A. anxieties.
 - B. feelings.
 - C. expressions.
 - D. thoughts.

DEPT.	PROG	TASK	TPO	MPO
0904	MA	054	054	002

ANSWER KEY
CRITERION EXAM
054

1. B
2. C
3. A
4. B
5. A



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task ASSEMBLE PATIENT RECORD

Purpose

The main purpose of the patient's record is to provide the doctor with all significant medical information that has been accumulated to date so that the doctor can judge best how to proceed. It is a set of complete reference notes, patient data that is continuously updated and from which the doctor moves ahead in the handling of each case. The learning guide will assist you in assembling a patient record.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	055	2 h	

2/83

LEARNING CONTRACT (optional)

1. STUDENT DATA

NAME _____

2h

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2. TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools, assemble a patient record.. To master this task, you must pass 4 out of 5 (80%) on a performance checklist and 9 out of 10 (90%) on a written criterion examination.

2a. INTERMEDIATE OBJECTIVE(s)

1. Describe patient record
2. Assemble patient record.

3. AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

Instructor's Signature
(verifies competency)

Program	Task	Page
07.0904	MA 055	2

INTERMEDIATE OBJECTIVE #1

Describe patient record.

LEARNING STEPS (Activities)

1. Read Resource #1 for information on patient record.
2. Complete Resource #2 for a review of patient record.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Assistant, by Bredow and Cooper, 4th edition, pgs. 100-114, in LRC.
See LRC secretary.
2. Workbook: The Medical Assistant, by Bredow and Cooper, 4th edition, pgs. 46-51, in LRC
See LRC secretary for medical histories.
See instructor for evaluation.
3. MPO #2, pg.4, in this SLG

Program	Task	Page
MA	055	3

INTERMEDIATE OBJECTIVE #2

Assemble patient records.

LEARNING STEPS (Activities)

1. Observe Resource #1 for a demonstration on assembling a patient records.
2. Complete Resource #2 for practice in assembling a patient record.
3. Complete Resource #3 for a written criterion examination.
4. Complete Resource #4 for a mastery performance of this task.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity sheet 055-002-002. "practice assembling a patient record" pg. 5. in this SLG.
3. Written Criterion Exam, Task #005, "Assemble Patient Record" in LRC See LRC secretary.
4. Performance checklist, Task #055, pg. 6-7, in this SLG. See instructor for evaluation.
5. See instructor for next learning guide.

Program	Task	Page
MA	055	4

Activity Sheet 055-002-002

"Practice Assembling a Patient Record"

Directions to the student:

Given the necessary tools, practice assembling a patient record.

Necessary tools:

File folder
Index tab
Patient history form
Physical examination form
Electrocardiogram, X-ray, and other test charts.
Patient record
Follow-up record
Test results, treatments, correspondence, etc.
Card record form

Procedures 8

1. Obtain necessary tools.
2. Type index tab and place on file folder and other information on required forms, Form 9-1A.
3. Note allergies in red at front of chart.
4. Obtain health history from a classmate.
5. Place other forms in sequence.
6. Insert test charts and other information in sequential order.
7. File patient record.
8. Type information on card record form and file.

Program	Task	Page
MA	055	5

PERFORMANCE/PRODUCT CHECKLIST

Program: MEDICAL ASSISTING

Task No: 055 Assemble Patient Record

Student's Name: _____ Date Of Attempt: _____

Evaluator's Name: _____ Evaluation Site: _____

Performance Attempt: 1 2 3 4

Terminal Performance Objective:

Given the necessary tools, assemble patient record.

Directions To The Student:

Before attempting this task for mastery, carefully review this checklist. You will be evaluated on the basis of this checklist. When you feel you are ready for evaluation, contact your instructor. You must complete your performance within _____ minutes and must score at least 4 out of 5 points or 80% % for mastery. Critical items are marked with an asterisk (*). These items must be satisfactorily completed.

Directions To The Evaluator:

The student will contact you when ready for the evaluation. The student must complete the performance within _____ minutes and must score 4 out of 5 points or 80% % and all items marked with an asterisk (*) must be satisfactorily completed.

Program	Task	Page
MA	055	6

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
*	1. Obtain necessary tools.		
	2. Type necessary information on patient's forms and chart.		
*	3. Obtain health history of a classmate.		
*	4. Assemble patient's record in proper order.		
*	5. File patient record.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 4 TOTAL POINTS POSSIBLE = 5			

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	055	055	022

page 7

PROGRAM Medical Assisting

CRITERION EXAM

TASK # 055

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON assembling a patient
record.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	055	055	002

Written Criterion Exam

Task #055

"Assemble Patient Record"

Name _____ Date _____ Session _____

Select the correct answer or answers.

1. Information from a patient's record should not be released to a third party unless
 - A. the patient asks that the information be released.
 - B. written authorization for release is signed by the patient.
 - C. the patient's employer arranged for the examination.
 - D. it is an insurance examination.
2. Medical ethics require the doctor to
 - A. treat all information about the patient as confidential.
 - B. provide information about a patient to other doctors.
 - C. inform health officials of cases of communicable diseases.
 - D. provide patients with a reasonable standard of care.
3. The main purpose of the patient's record is to provide
 - A. a very handy source which the doctor can prepare a synopsis of a case.
 - B. the doctor with all the significant medical information that has been accumulated to date.
 - C. "a baseline" of data that is continuously updated and from which the doctor moves ahead in handling of each case.
 - D. useful information to a patient as support in a claim of personal injury or to the doctor for defense against a charge of malpractice.

Program	Task	Page
MA	055	9

4. Telephone calls from patients concerning treatments
- A. need not be entered into the patient's records.
 - B. should be noted by the assistant on the record.
 - C. should be noted on the record including specific data.
 - D. should be noted in the appointment beside the patient's name.
5. X-ray films are considered to be
- A. the property of the patient.
 - B. the property of the doctor.
 - C. part of the medical record.
 - D. the product of the doctor's effort.
6. When taking any part of the medical history the assistant should
- A. seat the patient in as private an area as possible.
 - B. make notes of relevant facts the patient may mention.
 - C. avoid the possibility that third parties may overhear the questioning.
 - D. all of the above.
7. Patients complaints, patient's family history, and patient's family history, and patient's habits are examples of _____ information.
- A. patient
 - B. subjective
 - C. important
 - D. objective
8. Entries in the patient's record should
- A. never be erased or obliterated.
 - B. include a signature and date.
 - C. be written in pencil, not ink.
 - D. be discarded when in error.

Program	Task	Page
MA	055	10

9. A prediction of the course and end of disease, and the estimate of the chance of recovery is a

- A. diagnosis.
- B. prognosis.
- C. history.
- D. record.

10. A urinalysis, X-ray, and normal cervix are examples of _____ information.

- A. patient
- B. objective
- C. important
- D. subjective

Program	Task	Page
MA	055	1

ANSWER KEY
CRITERION EXAM
055

1. B
2. A
3. B
4. C
5. B
6. D
7. B
8. A
9. B
10. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By
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Grayslake, IL 60030

A LEARNING GUIDE

Task PERFORM RESTRAINTS FOR CHILDREN

Purpose Sometimes in a doctor's office restraints are necessary to prevent injury to the child and to perform the necessary procedure. Different methods of restraints can be used. This learning guide will assist you to perform restraints for children.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	057	4 Hrs.	

August, 1982

LEARNING CONTRACT

1 STUDENT DATA

NAME _____
4 hours

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, perform restraints for children. To master this task you must pass 4 out of 5 (80%) on a written criterion examination and 3 out of 4 (75%) on performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe restraints for children.
2. Perform restraints for children.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07 0904	MA	057	057

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE #1

Describe restraints for children.

LEARNING STEPS

1. Read Resource #1 for information on restraints for children.
2. Complete Resource #2
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick and Kinn, pgs. 549-552.
2. Activity Sheet 057-001-002, "Restraints for Children," pg 4 in this SLG. See instructor for evaluation.
3. MPO #2, pg. 5, in this SLG.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	057	057	001

Page 3

ACTIVITY SHEET

057-001-002

"Restraints for Children"

A. Fill in the blank with the correct answer.

1. A small child may be held in an adult's lap, with the child's _____ arm tucked under the adult's _____ arm, and the child's arm held in place by the adult's _____ arm.
2. In this position the adult's _____ arm is then free to support the child's head.
3. The medical assistant is at the child's _____ for eyes, ears nose and throat examinations and treatment.
4. The _____ style restraint is quick and easy to make and can be used to leave either arm exposed while securing the opposite arm and and also the legs and body.
5. _____ restraints may be necessary, leaving the abdomen exposed and two arms completely restrained or entire body restrained.
6. For examination of a child's _____, the medical assistant may restrain a child with her body.
7. To prevent a child or infant from rolling his head from side to side, the assistant should stand at the head of the table and support the child's _____ between her hands, making certain not to press on the ears.
8. Restraints may be necessary for _____ examination of children.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	057	057	002

Page 4

MICRO - PERFORMANCE OBJECTIVE #2

Perform restraints for children.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on restraining children.
2. Complete Resource #2 for practice on restraining children.
3. Complete Resource #3 for a written evaluation of this task.
4. Complete Resource #4 for a mastery performance of this task.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 057-002-002, "Practice Restraining Children," Pg. 6, in this SLG.
3. Written Criterion Exam Task #057, "Perform Restraints for Children," in LRC.
See instructor for evaluation.
4. Performance checklist Task #057, pg. 7-8, in this SLG.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	057	057	002

Page 5

ACTIVITY SHEET

057-002-002

"Practice Restraining Children"

Directions to the student:

Given the necessary tools and equipment, practice restraining children.

Necessary tools and equipment:

Manniquin baby
Sheet
Examining table
Towel

Procedure:

1. Greet child warmly.
2. Restrain child by;
 - a) Method for routine exam.
 - b) Method for eye and throat exam.
 - c) Method for ear exam.
 - d) Method to expose buttocks.
 - e) Method for extensive restraint.

Refer to textbook for explanation pg. 549-552.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	057	057	002

Page 6

PROGRAM: MEDICAL ASSISTING

TASK: PERFORM RESTRAINTS FOR CHILDREN

TASK # 057

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment perform restraints for children.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 3 OUT OF 4 POINTS OR 75 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 3 OUT OF 4 POINTS OR 75 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	057	057	002

Page 7

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
	Restrain child by appropriate method for procedure.		
	<u>Routine Exam Method</u>		
	1. Greet child warmly.		
*	2. Place child on adult's lap.		
*	3. Place child's right arm tucked under adult's right hand.		
*	4. Hold child's left arm with adult's right hand.		
	<u>Eye and Throat Exam Method</u>		
	1. Greet child warmly.		
*	2. Stand at head of table.		
*	3. Support child's head between hands.		
*	4. Exert pressure on his arms against side of the head.		
	<u>Ear Exam Method</u>		
	1. Greet child warmly.		
*	2. Stand at side or bottom of table.		
*	3. Place hands on abdomen.		
*	4. Exert pressure on forearms of child against side of body.		
	<u>Method to Expose Buttocks</u>		
	1. Greet child warmly.		
*	2. Place child on abdomen.		
*	3. Place left hand and forearm over back of child and exert pressure.		
*	4. Place right hand and forearm over both legs of child and exert pressure.		
	TOTAL POINTS EARNED =		
	POINTS NEEDED FOR MASTERY = 3		
	TOTAL POINTS POSSIBLE = 4		

DEPT.	PROG	TASK	TPO	MPO
070904	MA	057	057	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 057

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON restraining
a child.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 4 out of 5 items correctly, (80 %).

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	057	057	002

Written Criterion Exam

Task #057

"Perform Restraints for Children"

NAME _____ DATE _____ SESSION _____

Select the BEST answers for each of the following situations.

1. A mummy restraint may be necessary for a _____ examination of a child or infant.
 - A. E.N.T.
 - B. physical
 - C. surgical
 - D. laboratory
2. When an entire body or only two arms need to be restrained, a _____ can be used.
 - A. towel
 - B. person
 - C. sheet
 - D. strap
3. The entire child's body is restrained with a _____ style restraint.
 - A. mummy
 - B. hand
 - C. blanket
 - D. sheet ?
4. To prevent a small child or infant from rolling his head from side to side, an assistant may use for restraint his/her _____.
 - A. body.
 - B. hand.
 - C. elbow.
 - D. head.
5. The physician's examining the child's eyes, the assistant is restraining

DEPT.	PROG	TASK	TPO	MPO

Written Criterion Exam

Task #057

"Perform Restraints for Children"

NAME _____ DATE _____ SESSION _____

Select the BEST answers for each of the following situations.

1. A mummy restraint may be necessary for a _____ examination of a child or infant.
 - A. E.N.T.
 - B. physical
 - C. surgical
 - D. laboratory
2. When an entire body or only two arms need to be restrained, a _____ can be used.
 - A. towel
 - B. person
 - C. sheet
 - D. strap
3. The entire child's body is restrained with a _____ Style restraint.
 - A. mummy
 - B. hand
 - C. blanket
 - D. sheet
4. To prevent a small child or infant from rolling his head from side to side, an assistant may use for restraint his/her _____.
 - A. body.
 - B. hand.
 - C. elbow.
 - D. head.
5. The physician's examining the child's eyes, the assistant is restraining a child with her _____.
 - A. body.
 - B. hand.
 - C. elbow.
 - D. head.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	057	057	002

ANSWER KEY
CRITERION EXAM
057

1. B
2. C
3. A
4. D
5. A



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A LEARNING GUIDE

Task SET UP FOR DRAINING AN ABSCESS

Purpose There are times when a medical assistant is required to help the doctor with minor surgery in the office. There are tray set ups for each separate procedure. Setting up the tray prior to minor surgery and performing the necessary tasks during the procedure are essential tasks done by the medical assistant. This guide will assist you to set up for draining an abscess.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	058	2 Hours	

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, set up for draining an abscess. You must score 4 out of 5 (90%) on the performance checklist and 4 out of 5 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe abscess and set up.
2. Set up for draining abscess.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature _____

DEPT	PROG	TASK	TPO
070904	MA	058	058

Instructor's Signature _____
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe abscess and set up.

LEARNING STEPS

1. Read Resource #1 for information on an abscess and set up for draining an abscess.
2. View Resource #2 for information on set up for draining an abscess.
3. Complete Resource #3 for a review of setting up for minor surgery.
4. Proceed to Resource #4.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick & Kinn, 5th edition, pg. 579 (W.B. Saunders Co., Philadelphia, PA) in LRC.
2. Audio presentation #MA-02582-S/T "Minor Surgery and the Medical Assistant" in LRC. (Hoffman Occupational Learning Systems, Clinical Procedures.)
3. Activity Sheet 058-001-003, "Abscess and Set-Up", pg. 4-5, in this guide.
4. MPO #2, page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	001

ACTIVITY SHEET 058-001-003

"Abscess and Set-Up"

Name _____ Date _____

Complete the following:

1. A localized collection of pus in a cavity formed by the disintegration of tissue is an _____.
2. True or False?
_____ The treatment for abscesses, other than those on the face, is usually incision and drainage.
3. A surgical set up includes a sterile needle, sterile suture and a sterile _____.
4. True or False?
_____ Sterile wraps should not be allowed on a sterile field.
5. What information is on the label of the individual suture packs concerning the needle?
a. _____
b. _____
6. True or False?
_____ Needles and suture materials that are packaged together are discarded after being used.
7. Mark the general items that should be available when performing minor surgery.
____ a. sterile gloves
____ b. sterile wraps
____ c. foot-levered receptacle for contaminated material.
____ d. supply of sterile transfer forceps
____ e. sterile hemostats
8. True or False?
_____ A local anesthetic may be used if the abscess is deep rather than use the ethyl chloride to "freeze" the area.
9. True or False?
_____ Frequently a patient is instructed to apply warm, moist packs for a couple of days.
10. True or False?
_____ Daily dressing changes may not be necessary because of copious drainage.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	001

(Continued)

ACTIVITY SHEET 058-001-003

"Abscess and Set-Up"

11. True or False?

_____ Because of infectious organisms, (staphylococci), extreme caution should be taken in handling contaminated materials and instruments.

12. True or False?

_____ A physician may require assistance in packing the abscess or applying dressings to to anchor a drain.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	001

MICRO - PERFORMANCE OBJECTIVE #2

Set up for draining an a abscess.

LEARNING STEPS

1. Complete Resource #1 for practicing how to set up for draining an abscess.
2. Complete Resource #2 for a final performance on this task.
3. Complete Resource #3 for a written evaluation.
4. Proceed to Resource #4.

RESOURCES

1. Activity Sheet 058-002-001, "Practice Set Up for Draining An Abscess", pg. 7 , in this guide.
2. Performance Checklist Task #058, "Set up for Draining An Abscess" pg. 8-9 , in this guide.
3. Written Criterion exam Task # 058. See instructor.
4. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	002

ACTIVITY SHEET 058-002-001

"Practice Set-up for Draining an Abscess"

Directions to the student:

Practice setting up for draining an abscess by assembling the necessary items and placing them in the appropriate places.

Necessary Items:

On the side:

Wax or plastic bag for contaminants
Extra sponges
Medications
Skin antiseptic
Bandages
Ethyl chloride spray
Extra applicators

On the sterile field:

Gloves
Hemostats (2)
Probe
Scissors
Abscess needle (physician's choice)
Gauze stripping, iodoform
Knife handle with blade #15
Dressing forceps (2)
Sponges
Dressings

Procedure:

1. Wash hands
2. Assemble supplies
3. Set-up the necessary items to have on the side.
4. Set-up the necessary items for the sterile field.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	002

PROGRAM: MEDICAL ASSISTING

TASK: SET-UP FOR DRAINING AN ABSCESS

TASK # 058

PERFORMANCE/~~MASTERY~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, set up for draining an abscess.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 4 OUT OF 5 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 4 OUT OF 5 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
★	1. Wash hands.												
★	2. Assemble supplies.												
★	3. Set up on the side the necessary items.												
★	4. Set up on the sterile field the necessary items.												
	5. Assist physician as indicated.												
		TOTAL POINTS EARNED =											
		POINTS NEEDED FOR MASTERY = 4											
		TOTAL POINTS POSSIBLE = 5											
		<table border="1"> <thead> <tr> <th>DEPT.</th><th>PROG</th><th>TASK</th><th>TPO</th><th>MPO</th></tr> </thead> <tbody> <tr> <td>070904</td><td>MA</td><td>058</td><td>058</td><td>002</td></tr> </tbody> </table>		DEPT.	PROG	TASK	TPO	MPO	070904	MA	058	058	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	058	058	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 058

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON SETTING UP FOR DRAINING
AN ABSCESS.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 4 out of 5 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	002

Written Criterion Exam
Task #058
"Set Up for Draining an Abscess"

Name _____ Date _____

Select the BEST answer.

1. An _____ is a localized collection of pus in a cavity.
 - A. wound
 - B. pustule
 - C. abscess
 - D. macule
2. The treatment for abscesses, other than those on the face, is I and D. This abbreviation stands for incision and _____.
 - A. dilation.
 - B. dressing.
 - C. dripping.
 - D. drainage.
3. Draining an abscess is a _____ procedure.
 - A. dilation
 - B. dressing
 - C. dripping
 - D. drainage
4. Dressing changes may be necessary for _____ amounts of
 - A. small
 - B. moderate
 - C. copious
 - D. minimal
5. Ethyl chloride is used to _____ the abscess area.
 - A. "clean"
 - B. "freeze"
 - C. "wash"
 - D. "protect"

DEPT.	PROG	TASK	TPO	MPO
070904	MA	058	058	002



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A LEARNING GUIDE

Task ASSIST WITH PAP SMEAR

Purpose

One important test done in a physician's office is obtaining cells from the cervical area for cytologic study. The role of the medical assistant is to prepare the patient and a tray set-up, assist the physician during a Papanicolaou ("Pap" Smear) and prepare the specimen for the laboratory.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.02.4	059	4 hrs	

11/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4 h

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, assist with Pap Smear. To master this task, you must score 9 out of 10 (90%) on a written criterion exam and 19 out of 21 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe pap smear.
2. Set-up for pap smear.
3. Assist with pap smear.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	059	059

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE #1

Describe pap smear.

LEARNING STEPS

1. Read Resource #1 for information on the Pap Smear
2. Complete Resource #2 for a review on pap smear.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant Administrative and Clinical by Frederick & Kinn, 5th edition, pg. 540, 'Papanicolaou Smear', and pg. 631, 'Cytologic Examinations', in LRC.
2. Activity Sheet 059-001-002, "Review pap smear", pg.4 in this SLG. See instructor for evaluation.
3. MPO #2, pg.5 in this SLG.

DEPT.	PROG	TASK	TPO	MPO
0904	MA	059	059	001

Pg. 3

Activity Sheet 059-001-002
"Review Pap Smear"

Complete the following:

2. The reason for a Papanicalaou examination is to detect

_____.

2. The cells are obtained by one of two methods:

a. _____

b. _____

3. Pap Smear is a _____ examination.

4. Papanicoaou smears are reported on a 5-point scale as follows:

Grade

Description

a.

b.

c.

d.

e.

5. What position will the patient have to be in for this type of examination? _____

_____.

6. Pap smears are best obtained when the patient has not _____
or had sexual intercourse for 24 hours prior to taking of the specimen.

DEPT.	PROG	TASK	TPO	MPO
0904	MA	059	059	001

pg. 4

MICRO - PERFORMANCE OBJECTIVE #2

Setup for a pap smear.

LEARNING STEPS

1. View Resource #1 for a presentation on pap smear.
2. Observe Resource #1 for a demonstration on setting up for a pap smear.
3. Complete Resource #2 for practice on tray setup.
4. Proceed to Resource #3.

RESOURCES

1. Audiovisual presentation, AU#MA03034F-C "the Papanicolaou Smear," in LRC. (Hoffman Educational Systems, Module NO. 5.4A)
2. See instructor.
3. Activity Sheet 059-002-003, "Pap Smear Setup," pg.6 , in this SLG.
4. MPO#3, pg.7 , in this SLG.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	059	059	002

pg. 5

Activity Sheet 059-002-003
"Pap Smear Setup"

Directions to the student:

Given the necessary tools and equipment, practice setting up for a pap smear.

Necessary tools and equipment:

Disposable examination glove
Vaginal speculum
Uterine forceps
Gauze
Cervical spatula (2)
Microscopic slides
Specimen envelope
Fixer spray
Lubricant
Drape

Procedure:

1. Obtain a Mayo stand or tray and place near the examination table.
2. Place cloth or cover on the Mayo stand or tray on pulled out shelf of examining table.
3. Place equipment and supplies on the stand or tray.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	059	059	002

pg6

MICRO - PERFORMANCE OBJECTIVE #3

Assist with pap smear

LEARNING STEPS

1. Observe Resource #1 for a demonstration on how to assist with pap smear.
2. Complete Resource #2 for practice on assisting with pap smear.
3. Complete Resource #3 for a mastery performance of this task.
4. Complete Resource #4 for a written evaluation of this task.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 059-003-002, "Practice assisting with pap smear," pgs. 8-9, in this SLG.
3. Performance checklist Task #059, "Assist with pap smear," pgs. 10-11, of this SLG. See instructor for evaluation.
4. Written Criterion Exam Task #059, "Assist with pap smear," in LRC. See instructor for evaluation.
5. See instructor for next SLG.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	059	059	003

pg. 7

Activity Sheet 059-003-002
"Practice assisting with pap smear"

Directions to the student:

Givin the necessary tools and equipment, practice assisting with pap smear.

Necessary tools and equipment:

Disposable examination glove
Vaginal speculum
Uterine forceps
Gauze
Cervical spatulas(2)
Microscope slides
Specimen envelope
Fixer spray
Lubricant
Drape

Procedure:

1. Wash and dry your hands.
2. Greet the patient in a warm, informal manner and give her the necessary instructions.
3. Have the tray setup ready for the Doctor, but not obvious.
4. Wrap the uterine forceps with a piece of gauze.
5. Write the patient's name and case number on the microscope slides.
6. Label the specimen envelope with the patient's name, date, kind of specimen, name of Doctor and the patient's last menstrual period.
7. Instruct the patient to empty her bladder.
8. Make the necessary entries on the chart after taking the patient's blood pressure reading and weight.
9. Have the patient remove all her clothing and put on a gown.
10. Help the patient onto the examining table and place a drape over her legs.
11. Pull the leg rest and the stirrups out and place the patient in the Lithotomy position with the correct draping.
12. When the Doctor comes in, put the drape in the examining position and anchor the sheet under the stirrups.
13. When the Doctor is ready, hand him the cervical spatula.
14. When the sample has been taken, hold the slide for the Doctor so he can easily make the smear.
15. Repeat the process, as requested by the Doctor.
16. Place the slides in the specimen folder.
17. Spray them with the fixative and allow to air dry.
18. Be ready to pass and receive the uterine or sponge forceps ON the Doctor's request.
19. When the Doctor leaves the room, pull the leg rest out, remove the patient's feet from the stirrups and help the patient from the table.

DEPT.	PROG	TASK	TPO	MPO
07. 0904	MA	059	059	003

pg. 8

Activity Sheet 059-003-002
"Practice assisting with pap smear" (cont.)

20. Check to be sure you have all the information needed, then release the patient.
21. Send the specimen to the lab.
22. Clean up the equipment according to office procedures.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	059	059	003

Pg. 9

PROGRAM: MEDICAL ASSISTING

TASK: ASSIST WITH PAP SMEAR

TASK # 059

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, assist with pap smear.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 19 OUT OF 21 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 19 OUT OF 21 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	059	059	003

pg. 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
	1. Wash hands.		
	2. Greet patient.		
*	3. Have tray setup ready.		
*	4. Wrap uterine forceps with piece of gauze.		
*	5. Write patient's name and case number on microscopic slide.		
*	6. Label specimen envelope.		
*	7. Instruct patient to empty bladder.		
*	8. Make necessary entries on chart.		
*	9. Have patient remove clothing and put on gown.		
*	10. Help patient onto examining table and drape over legs.		
*	11. Place patient in lithotomy position with correct draping.		
	When Doctor comes in: (steps 12-17)		
*	12. Put drape in examining position and anchor under stirrups.		
*	13. Hand Doctor cervical spatula.		
*	14. Hold slide for Doctor to make smear.		
*	15. Repeat process.		
*	16. Place slides in specimen folder.		
*	17. Spray them with fixative and allow to dry.		
*	18. Pull leg rest out, remove patient from stirrups and help patient from table.		
*	19. Release patient.		
*	20. Send specimen to lab.		
*	21. Clean up working area.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 19			
TOTAL POINTS POSSIBLE = 21			

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	059	059	003

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 059

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON assisting with pap
smear.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90%).

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	059	059	003

Written Criterion Exam
Task #059
"Assist With Pap Smear"

Name _____ Date _____ Session _____

Select the BEST answer for each for the following situations.

1. A Papanicolaou examination is necessary to detect
 - A. specimens.
 - B. cancer.
 - C. smears.
 - D. malignancy.
2. Papanicolaou smears are reported on a 5-point scale. Grade V is conclusive of
 - A. absence of atypical or abnormal cells.
 - B. atypical cytology but no evidence of malignancy.
 - C. strongly suggestive of malignancy.
 - D. malignancy.
3. What position will the patient have to be in for this type of examination?
 - A. Lithotomy.
 - B. Supine.
 - C. Sims.
 - D. Dorsal recumbent.
4. _____ a slide is necessary to insure accuracy of the pap smear.
 - A. Drying
 - B. Spraying
 - C. Labeling
 - D. Fixing
5. Cytologic smears can be made from cells obtained from the cervical os or the _____ area.
 - A. bronchial
 - B. mammary
 - C. vaginal
 - D. urinary
6. A Papanicolaou tray setup consists of an instrument used for a vaginal examination. This instrument is a
 - A. speculum.
 - B. scope.
 - C. dilator.
 - D. forcep.

DEPT.	PROG	TASK	TPO	MPO
0904	MA	059	059	003

Written Criterion Exam

7. After spraying the slides, allow them to dry for approximately
- A. one minute.
 - B. four minutes.
 - C. seven minutes.
 - D. ten minutes.
8. When the slide is immersed in a fixing solution of 50 per cent alcohol and 50 per cent ether let the slide for at least
- A. 10 minutes.
 - B. 15 minutes.
 - C. 30 minutes.
 - D. 60 minutes.
9. Pap smears are best obtained when the patient has not douched or had sexual intercourse for _____ hours prior to taking of the specimen.
- A. 6
 - B. 8
 - C. 12
 - D. 24
10. The information acquired on a specimen envelope include the patient's name, date, kind of specimen (C or V), name of doctor, and patient's L.M.P. L.M.P. stands for
- A. last monthly period.
 - B. last menstrual period.
 - C. last medical problem.
 - D. last menstrual problem.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	059	059	003

ANSWER KEY
CRITERION EXAM
059

1. B or D
2. D
3. A
4. D
5. C
6. A
7. A
8. C
9. B
10. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task MEASURE HEIGHT AND WEIGHT

Purpose Height and weight are measured during some doctor's office visits along with vital sign measurements. Although a simple procedure, the medical assistant must be absolutely accurate in reading these measurements and record without error. Loss or gain of weight especially can be an indication of the patient's condition. Weight and height can indicate normal growth and development. This learning guide will assist you to master height and weight measurements.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	060	4 Hours	

3/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4 h

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, measure height and weight.
To master this task you must score 7 out of 8 (90%) on a written
criterion exam and 15 out of 16 (90%) on performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe height and weight.
2. Measure height and weight.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	060	060

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe height and weight.

LEARNING STEPS

1. Read Resource #1 for information on height and weight.
2. Complete Resource #2 on height and weight.
3. Proceed to Resource #3.

RESOURCES

1. Information Sheet 060-001-001, "Patient's Height and Weight," pages 4-5, in this guide.
2. Activity Sheet 060-001-002, "Height and Weight," page 6 in this guide. See instructor for evaluation.
2. MPO #2, page 7, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	001

INFORMATION SHEET 060-001-001

"Patient's Height and Weight"

Taking a patient's weight during a patient's examination is routine. Weight is also checked at each successive visit, because the loss or gain of weight may be an important indication of the patient's condition. This may be especially significant in the case of pregnant women, for example, as well as for persons suffering from tuberculosis or obesity.

It is best to weigh a patient in an examination gown. However, if the patient is not undressing for other reasons, disrobing should not be necessary. The change in weight is what is important rather than weight at one particular time. Care must be taken, however, to see that the patient is dressed as similarly as possible each time, or the reading is misleading.

The difference in weight between heavy walking shoes and sandals or between a woolen winter suit and a cotton summer dress may be significant and should be noted on the chart. There should be a shelf or chair to deposit a purse, package, or coat while the patient is being weighed.

Weighing should not be done hurriedly. The assistant should ask the patient to stand quietly and wait until the indicator on the scale has come to a complete rest. Be certain that the necessary weight at the 100 or 150 or 200 pound mark is resting snugly in the groove at this weight indicator. Start slowly sliding the upper weight across the individual pound scale until the end of the arm on which the weight is mounted swings freely between the upper and lower edges of the metal surrounding the end of the arm. Be sure to read the scale accurately. Record the weight on the patient's chart.

While the patient is still on the scale, measure his height. The patient should take off his or her shoes. Have the patient stand erect and lower the height lever until it rests lightly upon the top of the patient's head. The point on the measuring scale to which the arm points when it is resting on top of the patient's head indicates the patient's height. Often the assistant states the height aloud so the patient can hear. Write the height on the patient's chart. The reading should be measured in feet, inches, and fractions of inches. Assist the patient off the scale.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	001

(Continued)

INFORMATION SHEET 060-001-001

"Patient's Height and Weight"

The newborn, in order to be measured must be placed on his back and extended as much as possible. The scale should be accurate and can lie comfortably without danger of falling.

The length of the average newborn male is 20 inches, or 50 cm.; of the female 19.6 inches, or 49 cm. The normal range for both sexes is from 19 to 21½ inches, or 47.5 to 53.75 cm.

The weight of the normal newborn also tends to vary. About two-thirds of all full term infants weigh between 6 and 8½ pounds. Many infants, of course, weigh more or less than this. The average girl weighs approximately 7 pounds, the average boy approximately 7½ pounds.

During the first few days after birth the infant tends to lose about 6 to 10 ounces, or 5 to 10 percent of his birth weight. Factors contributing to this initial loss are the withdrawal of hormones originally obtained from the mother, the withholding of water and the loss of feces and urine.

A first born child is likely to be smaller than his siblings. The size of the parents may have a bearing on the weight of the newborn also.

The weight of a newborn is taken in pounds and ounces. Children are weighed whenever they are brought to the pediatrician's office.

Abbreviations for recording height and weight are Ht. and Wt.

Check the scale periodically so that it is balanced and kept in an area free from damage. If it is not balanced, a small screwdriver can be used to balance the scale. You may need to call a local representative for repair or refer to the manufacturer's instructions.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	001

ACTIVITY SHEET 060-001-002

"Height and Weight"

True or False - Correct the False answers.

- _____ 1. Height and weight are often measured at the same time the vital signs are measured.
- _____ 2. Loss or gain of weight is not an indicator of the patient's condition.
- _____ 3. It is best to weigh a patient in an examination gown.
- _____ 4. You should weigh a patient quickly.
- _____ 5. A patient's height can be measured while the patient is still on the scale.
- _____ 6. The scale should be checked periodically to be sure it is in balance.
- _____ 7. Height should be measured in ounces as well as pounds.
- _____ 8. If the patient is barefoot, place protective paper toweling on the scale.
- _____ 9. Assist the patient on to the scales and off the scales.
- _____ 10. Shoes can be kept on, especially when measuring height.
- _____ 11. The weight of a newborn is taken in pounds and ounces.
- _____ 12. During the first few days after birth the infant loses 6 to 10 ounces.
- _____ 13. Hgt. and wt. are abbreviations for height and weight.
- _____ 14. The newborn must be extended as much as possible for accurate measurement.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	002

MICRO - PERFORMANCE OBJECTIVE

Measure height and weight.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on height and weight.
2. Complete Resource #2 for practicing height and weight measurements.
3. Complete Resource #3 for final performance.
4. Complete Resource #4 for written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 060-002-002, "Height and Weight Measurements," page 8, in this guide.
3. Performance Checklist, Task #060, pages 9-10, in this guide.
See instructor.
4. Written Criterion Exam Task #060.
See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	002

ACTIVITY SHEET 060-002-002

"Height and Weight Measurements"

Directions to the student:

- A. Practice with a classmate being adult "patient" how to measure height and weight.

Necessary items and equipment:

Scale
Paper toweling
Screwdriver

Procedure:

1. Balance scale
2. Ask patient to remove shoes.
3. If barefoot, place paper toweling on the scale.
4. Assist patient on scale.
5. Wait until indicator on the scale has come to a complete rest.
6. Rest pound marker snugly in groove.
7. Slide slowly the upper weight across until end of arm mount swings freely (as if balanced).
8. Read scale accurately.
9. Record the weight.
10. Measure height while patient is still on the scale.
11. Have patient stand erect.
12. Lower height level until it gently rests on patient's head.
13. Measure height.
14. Assist patient off the scale.
15. Record the height measurement.

- B. Practice on a model baby height and weight.

1. Balance the scale with a chux or diaper on the scale.
2. Undress the baby if necessary.
3. Place baby on the scale.
4. Read scale in pounds and ounces.
5. Remain with baby until someone is present.
6. Record the weight.
7. Extend the baby's legs and measure height in inches.
8. Record the height.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	002

PROGRAM: MEDICAL ASSISTING

TASK: HEIGHT AND WEIGHT

TASK # 060

PERFORMANCE/~~PROJECT~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, measure height and weight.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE AT LEAST 15 OUT OF 16 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE 15 OUT OF 16 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC										
	<u>ADULT WEIGHT AND HEIGHT</u>												
*	1. Balance scale.												
	2. Ask patient to remove shoes.												
*	3. Assist patient onto the scale.												
*	4. Read scale accurately.												
*	5. Record the weight on the patient's chart.												
*	6. Ask patient to stand erect.												
*	7. Lower height level until it rests on patient's head.												
*	8. Record the height on the patient's chart.												
*	9. Assist patient off of scale.												
	<u>BABY WEIGHT AND HEIGHT</u>												
*	10. Balance scale												
*	11. Place baby on scale.												
*	12. Read scale accurately.												
*	13. Record weight measurement.												
*	14. Measure babies length.												
*	15. Record height measurement.												
*	16. Remain with baby.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 15													
TOTAL POINTS POSSIBLE = 16													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>060</td> <td>060</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	060	060	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	060	060	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 060

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON MEASURING HEIGHT AND
WEIGHT.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 7 out of 8 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	060	060	002

WRITTEN CRITERION EXAM
TASK #060
"Measure Height and Weight"

Name _____ Date _____

A. Select the BEST answer.

1. _____ should be measured in pounds as well as pounds and ounces.
A. Height
B. Weight
C. Temperature
D. Clothing
2. _____ should be measured in feet, inches, and fractions of inches.
A. Weight
B. Height
C. Vitals
D. Rulers
3. Acceptable abbreviations for height and weight are
A. Wt./Ht.
B. Hgt./Wgt.
C. Ht./Wt.
D. Wgt./Hgt.
4. The scale should always be _____ before measuring height and weight.
A. moved
B. balanced
C. Upright
D. Examined
5. If the patient is barefoot, place paper toweling on the _____.
A. floor.
B. scale.
C. patient.
D. feet.
6. The average length of a newborn male is _____ inches.
A. 19
B. 19.5
C. 20
D. 21

DEPT.	PROG	TASK	TPO	MPO
070904	MA	Q60	Q60	Q02

(Continued)

WRITTEN CRITERION EXAM

TASK #060

"Measure Height and Weight"

7. The approximate average weight of a newborn girl is _____ pounds.
- A. 6
 - B. 6.4
 - C. 7
 - D. 7.5
8. About 6 to _____ ounces of the infant's weight is lost during the first few days after birth.
- A. 7
 - B. 8
 - C. 9
 - D. 10

DEPT.	PROG	TASK	TPO	MPO
Q70904	MA	060	060	Q02



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task PERFORM VISUAL ACUITY

Purpose Distant acuity is frequently part of a complete physical examination. It is the best single test available for visual screening. The most common chart used is the Snellen Alphabetical or "E" chart. This learning guide will assist you to perform visual acuity.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	061	2 Hours	

1/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

2

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tool and a visual acuity chart, perform visual acuity. To master this task you must score 5 out of 6 (90%) on a performance checklist and 5 out of 6 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe visual acuity.
2. Perform visual acuity.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	061	061

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE - #1

Describe visual acuity.

LEARNING STEPS

1. Read Resource #1 for information on visual acuity.
2. Complete Resource #2 for visual acuity.
3. Proceed to Resource #3.

RESOURCES

1. Information Sheet 062-001-001, "Visual Acuity," page 4, in this guide.
2. Activity Sheet 062-001-002, "Visual Acuity," page 6, in this guide.
See instructor for evaluation.
3. MPO #2, page 7, in this guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	061	061	001

INFORMATION SHEET 062-001-001

"Visual Acuity"

Distance Visual Acuity is frequently part of a complete physical examination. It is widely used in schools and industry. To date it is the best single test available for visual screening. Many cases of myopia, astigmatism or hyperopia have been detected by this routine test. The most common chart used is the Snellen Alphabetical or "E" chart. This chart has various letters of the alphabet for general use. If the office has patients with an English language handicap, then the "E" chart may be used. This chart is also used for preschool patients, slow learners, or mentally retarded children who have not yet learned the English alphabet. The symbol on the top line of the chart can be read by persons of normal vision at 200 feet. In each of the succeeding rows, from the top down, the size of the symbols reduces to the point where a person with normal vision can see them at a distance of 100, 70, 50, 40, 30, and 20 feet.

The patient must not be allowed to study the chart before the test. The room or hall should be long enough so the 20 foot distance can be marked off accurately. The chart should be hung at eye level and with maximum light, without glare on the chart. The patient may be standing or sitting with the chart at eye level.

If the patient wears glasses, test him with his glasses on and off. Make sure to record "with" and "without".

Test one eye at a time. Both eyes are to be kept open during the test, but the eye not being tested is to be covered with a cup. The paper cup is best because a piece of paper should not touch the eye. Allow a moment between changing eyes. The medical assistant should stand beside the chart and point to the line to be read.

Start with the line having the larger symbols in order to help the patient develop confidence in himself; then proceed to the lower lines. If there is no apparent difficulty, skip to the 50 line. If the patient responds rapidly, then skip to the 20 line. Have the patient try to read another line after he says he cannot read one.

Observe the patient's behavior during the test to see if he squints, leans forward and appears to strain, or the eyes fill with tears. Record the reactions. Record the responses of each eye separately. The response is recorded in the form of a fraction. The numerator (top number) is the distance of the patient from the chart, the denominator (lower number) is the lowest line read satisfactorily by the patient tested. Allow one mistake per line. An example, if the patient reads the 20 line at 20 feet, the fraction 20/20 is recorded for that eye tested. If the 40 line is the lowest line the patient can read, the fraction 20/40 is recorded for that eye. Make certain the record reads "Right Eye" (O.D.) and "Left Eye" (O.S.), the record may show O.D. 20/20 and O.S. 20/40.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	001

(Continued)

INFORMATION SHEET 062-001-001

"Visual Acuity"

Most adults do not need the chart explained, but you must have the patient's cooperation. If the "E" chart is used, explain how you want the patient to tell you which way the letter "E" is facing. The patient may point up or down or right or left. Or, he may hold his three fingers in the same direction the letter "E" is facing. Use the same routine each time the patient is tested by starting with the right eye. If the patient is wearing glasses they physician may want him tested first with the glasses and then without the glasses.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	CC1

ACTIVITY SHEET 062-001-002

"Visual Acuity"

Use separate sheet of paper for your answers, do not write on this guide

1. True or false. Correct false answers.

- _____ The most common chart is the Snellen Alphabetical or "E" chart.
- _____ The "E" chart can be used with patients with an English language handicap, preschool patients, slow learners or mentally retarded children.
- _____ The symbol on the top line of the chart can be read by persons of normal vision at 100 feet.
- _____ Record "with" or "without" glasses.
- _____ It is not important to record reactions.
- _____ 20/20 is considered normal vision for a patient reading the 20 line at 20 feet.
- _____ Distance visual acuity is frequently parts of a complete physical examination.

2. Matching. Place the correct medical term on the blank provided in front of the correct definition.

		Medical Term
_____ A. Instrument used to examine the eye	1.	Exophthalmia
_____ B. Nearsightedness	2.	Strabismus
_____ C. Farsightedness	3.	Ophthalmologist
_____ D. Cross-eyed	4.	Ophthalmoscope
_____ E. A specialist	5.	Presbyopia
_____ F. Right eye	6.	O.D.
_____ G. Film over the eye	7.	O.S.
_____ H. Double vision	8.	Myopia
_____ I. "pink eye"	9.	Snellen chart
_____ J. Increased intraocular pressure within the eye	10.	Hyperopia
_____ K. Instrument used to measure pressure within the eye	11.	Cataract
_____ L. Bulging	12.	Contagious conjunctivitis
_____ M. Old age vision	13.	Diplopia
_____ N. Left eye	14.	Glaucoma
_____ O. Visual acuity screening test	15.	Tonometer
_____ P. Change in cornea and lens	16.	Astigmatism

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform visual acuity.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on performing visual acuity.
2. Complete Resource #2 to practice visual acuity.
3. Complete Resource #3 for a final performance.
4. Complete Resource #4 for a written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 062-002-002, "Practice Performing Visual Acuity," page 8 , in this guide.
3. Performance Checklist Task #062, page 9-10, in this guide. See instructor.
4. Written Criterion Exam Task #062. See instructor.
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	061	061	002

ACTIVITY SHEET 062-002-002
"Practice Performing Visual Acuity"

Directions to the student:

Given a patient an occluder or paper cup and a visual acuity chart, practice a visual screening test, following each procedural step correctly.

Procedure:

1. Hang chart at eye level with maximum light.
2. Measure 20 feet from chart and mark line.
3. Explain procedure to patient.
4. Have patient cover eye not being tested, instructing patient not to apply pressure to eye ball.
5. Test one eye at a time
 - A. with glasses on.
 - B. with glasses off.
6. Record patient's reactions during test.
 - A. Leans forward
 - B. Appears to squint or strain
 - C. Eyes tear
7. Record responses of each eye separately, in the form of fractions.
 - A. The top number is the distance from the chart.
 - B. The lower number is the size of the letter. In 20/30 vision the patient can read letters 30 mm high at 20 feet.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	002

PROGRAM: MEDICAL ASSISTING

TASK: 062

TASK # PERFORM VISUAL ACUITY

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tool and a visual acuity chart,
perform visual acuity.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 5 OUT OF 6 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 5 OUT OF 6 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC.
	1. Adjusted visual acuity chart to eye level.		
*	2. Marked line 20 feet from chart.		
*	3. Explained to patient what was to be done.		
*	4. Tested one eye at a time with and without glasses.		
*	5. Recorded patient's reactions during test.		
*	6. Recorded response of each eye following test.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 5			
TOTAL POINTS POSSIBLE = 6			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	002

Page 10

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 062

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING VISUAL
ACUITY.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 5 out of 6 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	002

WRITTEN CRITERION EXAM

TASK #062

"Perform Visual Acuity"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____

Date _____

1. _____ is considered normal vision for a patient reading the 20 line at 20 feet.
 - A. 20/20
 - B. 20/200
 - C. 200/20
 - D. 200/200
2. The _____ can be used with patients with an English language handicap, preschool patients, slow learners, or mentally retarded children.
 - A. "E" chart
 - B. Snellen chart
 - C. visual acuity
 - D. single test
3. A physician who specializes in examining and treating the eye is an
 - A. ophthalmologist.
 - B. optician.
 - C. optometrist.
 - D. oculist.
4. An instrument used to examine the eye is an
 - A. otoscope.
 - B. ophthalmoscope.
 - C. tonometer.
 - D. occluder.
5. O.D. is an acceptable abbreviation for the _____ eye/s.
 - A. right
 - B. left
 - C. both
 - D. "bad"
6. Nearsightedness is
 - A. presbyopia.
 - B. myopia.
 - C. hyperopia.
 - D. diplopia.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	002

(Continued)

WRITTEN CRITERION EXAM

TASK #062

"Perform Visual Acuity"

7. A condition of increased intraocular pressure within the eye is
- A. cataract.
 - B. glaucoma.
 - C. strabismus.
 - D. presbyopia.
8. "with" or "without" glasses along with patient's reactions to the test is necessary to
- A. read.
 - B. examine.
 - C. record.
 - D. treat.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	061	061	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task

POSITION AND DRAPE PATIENT

Purpose

There are various positions in which a patient may be placed to facilitate a physical examination. It is the obligation of the medical assistant to know these positions, to know how to instruct and assist the patient in obtaining these positions with as much ease as possible and to drape in order to protect the patient from embarrassment. This learning guide will assist you to master positioning and draping of a patient.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	062	4 Hours	

4/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the name of the examination and a drape, position and drape the patient. To master this task you must pass a written criterion exam with 9 out of 10 (90%) and 6 out of 7 (90%) on a final performance.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe examining positions.
2. Position and drape a patient.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	062	062

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe examining positions.

LEARNING STEPS

1. Read Resource #1 on examining positions.
2. Refer to Resource #2 for a review on examination positions.
3. Complete Resource #3, a review on examining positions.
4. Proceed to Resource #4.

RESOURCES

1. Textbook: The Medical Assistant, Administrative and Clinical, by Frederick & Kinn, 5th edition, pages 514-518, in LRC.
2. Information Sheet 062-001-002, "Examining Positions," page 4, in this guide.
3. Activity Sheet 062-001-003, "Examining Positions," page 5-6, in this guide. See instructor for evaluation.
4. MPO #2, page 7, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	001

INFORMATION SHEET 062-001-002

"Examining Positions"

<u>Position</u>	<u>Drape</u>	<u>Examination on Purpose</u>
1. Prone (on abdomen)	Covered midback to below knees.	Examination of spine.
2. Supine (horizontal recumbent, flat on back)	Covered shoulder to feet.	General examination.
3. Lateral (Sims' position, usually on left side)	Covered from underarms to below knees.	Rectal exam, lumbar puncture, some pelvic exams.
4. Lithotomy (dorsal recumbent with knees flexed and feet in stirrups)	Covered except for area to be examined, towel under buttocks.	Pelvic, rectal, vaginal exams.
5. Knee-chest (kneeling with chest near knees, genu-pectoral)	Aperture sheet or single sheet draped in "U" and pinned under sacral area.	Rectal or proctological examinations, some post-partum.
6. Jackknife (on abdomen, on examination table positioned in an inverted "U", reclining)	Covered except for area to be examined.	Rectal, passing of urethral sound, proctological exam.
7. Trendelenberg (on back, table raised at lower 45, head lower than patient's legs)	Covered from underarms, over breasts to below the knees.	Surgical, sometimes used for shock.
8. Proctological (table or support board elevated in the center and lower head and legs)	Aperture or fenestrated sheet or single sheet draped "U" around anal area.	Sigmoidoscope exam, perineal area, anus, hemorrhoids.
9. Fowler's (sitting)	Covered underarms to feet.	Examine chest or back.

2

DEPT.	PROG	TASK	TPO	MPO
70904	MA	062	062	001

ACTIVITY SHEET 062-001-003

"Examining Positions"

Use a separate sheet of paper for your answers, do not write on this guide.

A. Complete the following statements.

1. The arranging of a sheet over a patient to prevent embarrassment but still allow the doctor to examine the patient is known as _____.
2. The procedure carried out by the medical assistant before beginning any procedure on a patient and after the procedure is finished is _____.
3. The position and the method of draping will depend on _____.

B. Choose the answer that BEST completes the following statements.

1. The lateral position used in examination is also called the
 - A. Sims' position.
 - B. Jack-knife position.
 - C. Supine position.
 - D. Prone position.
2. The following position is most often used for a proctological examination.
 - A. Sitting position.
 - B. Lateral position.
 - C. Dorsal recumbent position.
 - D. Jack-knife position.
3. If a proctoscopic examination is to be done and the table will not adjust to a jack-knife position, the position that may be used is the
 - A. lateral position.
 - B. supine position.
 - C. knee-chest position.
 - D. all but B.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	001

(Continued)
ACTIVITY SHEET 062-001-003
"Examining Positions"

C. Fill in the blanks in Column I with the correct answers from Column II.

- | | | |
|-----------|---|--------------------------|
| 1. _____ | The patient lies flat on the abdomen with head turned right or left. | a. Horizontal recumbent. |
| 2. _____ | Position used for proctological examinations. | b. Prone. |
| 3. _____ | Also called stirrup position. | c. Sims'. |
| 4. _____ | Patient lies flat on back with arms at side or across the chest. | d. Supine. |
| 5. _____ | The right arm and leg are flexed and the left arm and shoulder are front down on the table. The left leg is extended. | e. Dorsal recumbent. |
| 6. _____ | The patient is positioned at the side or end of the table with back straight and feet resting on a stool. | f. Jack-knife. |
| 7. _____ | EENT exam. | g. Lateral. |
| 8. _____ | Examination of the spine. | h. Sitting (Fowler's). |
| 9. _____ | Examination of the heart and lungs. | |
| 10. _____ | Pelvic examination. | |

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	001

MICRO - PERFORMANCE OBJECTIVE - #2

Position and drape patient.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on positioning and draping a patient.
2. Complete Resource #2 for practice on positioning and draping a patient.
3. Complete Resource #3 for a written criterion evaluation.
4. Complete Resource #4 for a final performance.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 062-002-002, "Position and Drape a Patient," page 8, in this guide.
See instructor.
3. Written Criterion Exam Task #062.
4. Performance Checklist, Task #062, page 10, in this guide.
See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	002

ACTIVITY SHEET 062-002-002

"Position and Drape a Patient"

Directions to the student:

Given the name of the examination and a drape, practice positioning and draping a patient.

Tools and equipment needed:

Disposable drapes
Examining table

Procedure:

1. Obtain a drape.
2. Position the patient for the different examinations learned in MPO #1.
3. Drape the patient.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	002

PROGRAM: MEDICAL ASSISTING
TASK: POSITION AND DRAPE A PATIENT
TASK # 062

PERFORMANCE/~~PRODUCT~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the name of the examination and a drape, position and drape a patient.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE AT LEAST 6 OUT OF 7 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE 6 OUT OF 7 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC	UNACC										
	<u>Position and drape position for:</u> * 1. General examination. * 2. Rectal examination. * 3. Pelvic examination. * 4. Chest or back examination. * 5. Sigmoidoscopic examination. * 6. Examination of spine. 7. Shock.												
		TOTAL POINTS EARNED =											
		POINTS NEEDED FOR MASTERY = 6											
		TOTAL POINTS POSSIBLE = 7											
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TP</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>062</td> <td>062</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TP	MPO	070904	MA	062	062	002
DEPT.	PROG	TASK	TP	MPO									
070904	MA	062	062	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 062

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON POSITIONING AND DRAPING
A PATIENT.

Each of the questions or incomplete statements below is
followed by several words, phrases, or a series of num-
bers. Choose the one which best answers the question or
completes the statement correctly. Place the letter asso-
ciated with that choice (A, B, C or D) in the numbered
blank space on your ANSWER SHEET. DO NOT WRITE ON THIS
TEST! To master this exam you must answer 9 out of
10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	002

WRITTEN CRITERION EXAM

TASK #062

"Position and Drape Patient"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____

Date _____

A. Select the BEST answer.

1. The primary concerns when draping a patient are
 - A. warmth and neatness.
 - B. modesty and neatness.
 - C. warmth and modesty.
 - D. modesty and fashion.
2. In the Sims' position, the patient lies
 - A. on the right side.
 - B. on the left side.
 - C. with the knees together.
 - D. with the buttocks flat.
3. The feet are supported in stirrups in the _____ position.
 - A. knee-chest
 - B. lateral
 - C. lithotomy
 - D. dorsal
4. The position used for a pelvic examination is the
 - A. jack-knife.
 - B. knee-chest.
 - C. Sims'.
 - D. lithotomy.
5. The position used for a patient in shock is
 - A. supine.
 - B. prone.
 - C. jack-knife.
 - D. Trendelenberg.
6. The patient who is to be examined vaginally should be placed in the
 - A. lithotomy.
 - B. supine.
 - C. knee-chest
 - D. prone.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	002

WRITTEN CRITERION EXAM

TASK #062

"Position and Drape Patient"

7. A patient is to have a sigmoidoscopic examination. The medical assistant should assist the patient to assume the
- A. supine position.
 - B. proctological position.
 - C. dorsal recumbent position.
 - D. Trendelenberg position.
8. They physician requests a medical assistant to have a patient lie flat on her back on the examination table with the soles of her feet flat on the table. In other words, he has asked that the patient be placed in which of the following positions?
- A. Horizontal recumbent.
 - B. Dorsal recumbent.
 - C. Prone.
 - D. Jack-knife.
9. The genupectoral position is another term for
- A. Sims' position.
 - B. knee-chest position.
 - C. jack-knife position.
 - D. Fowler's position
10. While the doctor examines the abdomen, the patient should be in the _____ position.
- A. supine
 - B. prone
 - C. lithotomy
 - D. sitting

DEPT.	PROG	TASK	TPO	MPO
070904	MA	062	062	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task

IDENTIFY AND DESCRIBE MINOR SURGERY INSTRUMENTS

Purpose

When the doctor is scheduled to perform any kind of minor surgery in the office, the assistant is responsible for preparing everything. The instruments and materials the doctor will need depend on the procedure involved. Also, each doctor has a preference for certain instruments. The assistant should make up a checklist for each type of surgery scheduled. This learning guide will assist you to describe minor surgery instruments.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	071	4 Hours	

3/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, identify and describe minor surgery instruments. To master this task you must score 9 out of 10 (90%) on a written criterion exam and 15 out of 17 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Define minor surgery instruments.
2. Identify and describe minor surgery instruments.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	071	071

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Define minor surgery instruments.

LEARNING STEPS

1. View Resource #1 for information regarding instruments used in performing minor surgery.
2. Read Resource #2 for information on minor surgery instruments.
3. Complete Resource #3 for a review on minor surgery instruments.
4. Proceed to Resource #4.

RESOURCES

1. Audiovisual presentation, AV# MA-02583-S/T, "Instruments of Minor Surgery," in LRC. (Hoffman Occupational Learning Systems, Module 10.3A)
2. Textbook: The Medical Assistant by Bredow and Cooper, 1978 edition, pages 347-351, in LRC.
3. Activity Sheet 071-001-003, "Define Minor Surgery Instruments," page 4, in this guide.
See instructor.
4. MPO #2, page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	001

ACTIVITY SHEET 071-001-003

"Define Minor Surgery Instruments"

Use separate sheet of paper for your answers, do no write on this guide.

Name _____ Date _____

Complete the following:

1. The three kinds of cutting instruments are

A. _____
B. _____
C. _____

2. Scissors designed to slip under a bandage for easy cutting and removal are called

A. blunt blunt.
B. Lister.
C. sharp blunt.
D. Sims.

3. The instrument used to stop the flow of blood is called the _____.

4. The tips of the Allis tissue forceps are pointed and rake like to provide maximum _____ security on the tissue.

5. TRUE OR FALSE?

_____ It is good practice to use hemostats to hold towels.

6. The instrument used to hold the edges of a wound open is called a

A. curette.
B. forceps.
C. retractor.
D. speculum.

7. An anoscope speculum is used for what examination?

A. Nasal
B. Rectal
C. Ear.
D. Vaginal.

8. The most popular needle used, because it is less traumatizing when pushed through tissue, is the

A. cutting needle.
B. taper needle.
C. round needle.
D. reverse needle.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	001

(Continued)

ACTIVITY SHEET 071-001-003

"Define Minor Surgery Instruments"

9. The instrument used to investigate inaccessible areas is know at the Physician's
- A. curette.
 - B. forceps.
 - C. speculum.
 - D. probe.
10. Sutures made of catgut would be classified as _____ (absorbable/nonabsorbable) and _____ (must/need not) be removed when the wound is healed.
11. Sutures made of nylon or silk would be classified as _____ (absorbable/nonabsorbable) and _____ (must/need not) be removed when the wound is healed.
12. A suturing needle that is _____ in cross section is designed for easier penetration of the skin and tissue.
13. The edges of wounds may be brought together and held in place with metal wound _____.
14. Two ways in which sutures are used in surgery are
- A. _____.
 - B. _____.
15. An abbreviation for a sharp/sharp instrument is _____.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	001

MICRO - PERFORMANCE OBJECTIVE - #2

Identify and describe minor surgery instruments

LEARNING STEPS

1. Observe Resource #1 for a demonstration on instruments of minor surgery.
2. Complete Resource #2 for describing minor surgery instruments.
3. Complete Resource #3 for written evaluation.
4. Complete Resource #4 for a final performance.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 071-002-002, "Describe Minor Surgery Instruments," page 7, in this guide.
See instructor.
3. See instructor for Written Criterion Exam Task #071.
4. Performance Checklist Task #071, page 8-9, in this guide.
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	071	071	002

ACTIVITY SHEET 071-002-002

"Describe Minor Surgery Instruments"

Directions to the student:

Assemble all necessary tools and equipment and practice describing the most commonly used instruments for minor surgery.

Tools and equipment needed:

Allis tissue forceps
Hemostat
Lister bandage scissors
Needle holder
Physician's probe
Scalpels (disposable and reusable)
Scissors (sharp sharp, sharp blunt, blunt blunt)
Sims curette
Speculum (ear, nasal, anoscope, Graves vaginal)
Sponge forceps
Variety of suturing needles
Retractor

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 071

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON IDENTIFYING AND DESCRIBING
MINOR SURGERY INSTRUMENTS.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	002

WRITTEN CRITERION EXAM

TASK #071

"Describe Minor Surgery Instruments"

Use separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Select the BEST answer.

1. A cutting instrument for minor surgery is a
 - A. curette.
 - B. hemostat.
 - C. forcep.
 - D. scalpel.
2. A sharp/sharp scissor is abbreviated as
 - A. S/B.
 - B. B/B.
 - C. S/B.
 - D. B/S.
3. An anoscope speculum is used for a _____ examination.
 - A. nasal
 - B. ear
 - C. rectal
 - D. vaginal
4. The most popular needle used because it is less traumatizing when pushed through tissue, is the
 - A. cutting needle.
 - B. taper needle.
 - C. round needle.
 - D. reverse needle.
5. The instrument used to investigate inaccessible areas is known as the physician's
 - A. curette.
 - B. forceps.
 - C. speculum.
 - D. probe.
6. The instrument used to hold the edges of a wound open is called a
 - A. speculum.
 - B. retractor.
 - C. forceps.
 - D. curette.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	002

(Continued)

WRITTEN CRITERION EXAM

TASK #071

"Describe Minor Surgery Instruments"

7. The instrument used to stop the flow of blood is called the
- A. curette.
 - B. needle.
 - C. scissor.
 - D. hemostat.
8. A pointed and rake like instrument used to grip tissue is
- A. grasping forceps.
 - B. Allis tissue forceps.
 - C. dressing forceps.
 - D. plain thumb forceps.
9. An absorbable suture thread is
- A. nylon.
 - B. silk.
 - C. catgut.
 - D. plain.
10. Michel wound clips are used to close a small wound. Another material often used is a
- A. needle.
 - B. adhesive.
 - C. butterfly.
 - D. band.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	002

PROGRAM: MEDICAL ASSISTING
TASK: IDENTIFY AND DESCRIBE MINOR SURGERY INSTRUMENTS
TASK # 071

PERFORMANCE/~~MASTERY~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, identify and describe minor surgery instruments.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE AT LEAST 15 OUT OF 17 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE 15 OUT OF 17 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	071	071	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
*	1. Assemble minor surgery instruments.												
	2. Identify and describe those instruments pointed to by instructor.												
	A. Allis tissue forceps B. Kelly hemostat C. Halsted hemostat D. S/S scissors E. S/B scissors F. Lister bandage scissors G. Sims curette H. Graves vaginal speculum I. Scalpel J. Needle holder K. Probe L. Foerster sponge forceps M. Retractor N. 0-5 Suture O. 000 Suture												
	3. Return instruments to area.												
		TOTAL POINTS EARNED =											
		POINTS NEEDED FOR MASTERY = 15											
		TOTAL POINTS POSSIBLE = 17											
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>071</td> <td>071</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	071	071	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	071	071	002									



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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301 N. Swift Road
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312/620-8770

Produced By
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A LEARNING GUIDE

Task

IDENTIFY AND DESCRIBE EXAMINATION INSTRUMENTS

Purpose

In most offices it will be the responsibility of the assistant to lay out the instruments and materials to be used for an examination. This learning guide will assist you to identify and describe commonly used instruments for examination.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	074	2 Hours	

3/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

2

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the instruments commonly used in a doctors office, identify and describe the examination instruments. To master this task you must score 7 out of 8 (90%) on a written criterion examination and 9 out of 10 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Define examination instruments.
2. Identify and describe examination instruments.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	074	074

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Define examination instruments.

LEARNING STEPS

1. Read Resource #1 to learn commonly used instruments used in the examining room.
2. Complete Resource #2 to define examination instruments.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Assistant by Bredow & Cooper, 4th edition, pages 208-227, in LRC.
2. Activity Sheet 074-001-002, "Define Examination Instruments," page 4, in this guide.
3. MPO #2, page 5, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	001

ACTIVITY SHEET 074-001-002

"Define Examination Instruments"

Read the definition given below. For each definition select from the column at the right the term that best matches it. Write the letter of this term in the answer space.

<u>Definition</u>	<u>Term</u>
_____ 1. Instrument for examining the inner eye.	a. Vaginal speculum (Graves)
_____ 2. Instrument for measuring blood pressure.	b. Laryngoscope
_____ 3. Instrument for listening to sounds made within the body.	c. Anoscope
_____ 4. Instrument for inspecting the ear.	d. Speculum
_____ 5. Instrument for opening an entrance to the body.	e. Otoscope
_____ 6. Instrument for examining the rectum and sigmoid flexure.	f. Ophthalmoscope
_____ 7. Instrument for checking reflexes of the body.	g. Percussion Hammer
_____ 8. Instrument for inspection of the rectum and anal canal.	h. Stethoscope
_____ 9. Instrument for visual examination of the cervix and surrounding tissue.	i. Sphygmomanometer
_____ 10. Instrument for inspection of the larynx.	j. Sigmoidoscope
_____ 11. Instrument for checking hearing sounds.	k. Clinical thermometer
_____ 12. Instrument for measuring body temperature.	l. Tuning fork
_____ 13. Instrument to hold down patient's tongue for visual inspection of the mouth and throat.	m. Tongue depressor

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	Q01

MICRO - PERFORMANCE OBJECTIVE - #2

Identify and Describe examination instruments

LEARNING STEPS

1. Review Resource #1 for information on examination instruments.
2. Observe Resource #2 for demonstration on describing examination instruments.
3. Complete Resource #3 for practice describing examination instruments.
4. Complete Resource #4 for a final performance.
5. Complete Resource #5 for a written evaluation.
6. Proceed to Resource #6.

RESOURCES

1. Textbooks: The Medical Assistant by Bredow and Cooper, pages 208-227, in LRC.
2. See instructor.
3. Activity Sheet 074-002-003, "Describe Examination Instruments," page 6, in this guide.
4. Performance Checklist Task #074, page 7-8, in this guide. See instructor.
5. Written Criterion Exam Task #074. See instructor.
6. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	002

ACTIVITY SHEET 074-002-003

"Describe Examination Instruments"

Directions to the student:

Given examination instruments, practice identifying and describing each instrument.

Instruments:

Anoscope
Rectoscope
Sigmoidscope
Sphygmomanometer
Stethoscope
Nasal Speculum
Graves Vaginal Speculum
Laryngoscope
Tongue Depressor
Otoscope
Ophthalmoscope
Percussion Hammer
Clinical Thermometer

DEPT.	PROG	TASK	TPO	MPO
70904	MA	074	074	002

PROGRAM: MEDICAL ASSISTING
TASK: IDENTIFY AND DESCRIBE EXAMINATION INSTRUMENTS
TASK # 074

~~PERFORMANCE~~/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools identify and describe examination instruments.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE AT LEAST 9 OUT OF 10 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE 9 OUT OF 10 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC.
*	1. Describe Graves Vaginal Speculum.		
*	2. Describe an Anoscope.		
*	3. Describe an Otoscope.		
*	4. Describe an Ophthalmoscope.		
*	5. Describe a Percussion Hammer		
*	6. Describe a Sphygmomanometer.		
*	7. Describe a Nasal Speculum.		
*	8. Describe a Stethoscope.		
	9. Describe a Sigmoidscope.		
*	10. Describe Laryngoscope.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 9			
TOTAL POINTS POSSIBLE = 10			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 074

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU HAVE UNDERSTOOD THE INFORMATION ON IDENTIFYING EXAMINATION INSTRUMENTS.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 7 out of 8 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	002

WRITTEN CRITERION EXAM

TASK #074

"Describe Examination Instruments"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

Select the BEST answer.

1. The device designed to enable to hear sounds made within the patient's body is a
 - A. stethoscope.
 - B. sphygmomanometer.
 - C. thermometer.
 - D. speculum.
2. The name of the instrument used to measure arterial blood pressure is
 - A. ophthalmoscope.
 - B. otoscope.
 - C. sphygmomanometer.
 - D. stethoscope.
3. The _____ is an instrument for visual inspection of the external canal of the ear and the ear drum.
 - A. ophthalmoscope
 - B. otoscope
 - C. speculum
 - D. anoscope
4. A _____ is an instrument for opening and holding open the nostril to permit visual inspection inside.
 - A. tongue depressor
 - B. nasal speculum
 - C. laryngoscope
 - D. vaginal speculum
5. The instrument used for opening the vagina for visual examination of the cervix and surrounding tissue is a
 - A. vaginal speculum.
 - B. nasal speculum.
 - C. cervical spatula.
 - D. anoscope.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	002

(Continued)

WRITTEN CRITERION EXAM

"Describe Examination Instruments"

6. For visual examination of the inside of the eye an _____ is used.
- A. otoscope
 - B. ophthalmoscope
 - C. speculum
 - D. flashlight
7. An instrument similar to the proctoscope except that is shorter and makes use of external light for inspection by the physician is the
- A. sigmoidoscope.
 - B. laryngoscope.
 - C. otoscope.
 - D. anoscope.
8. To inspect the area of the larynx a _____ is used.
- A. laryngoscope
 - B. otoscope
 - C. ophthalmoscope
 - D. speculum

DEPT.	PROG	TASK	TPO	MPO
070904	MA	074	074	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task ASSESS BODY TEMPERATURE

Purpose Nursing care and medical therapy cannot be effective unless they are based on an accurate assessment of the patient's state of health. The state of health is often reflected by the patient's temperature, pulse, respiration, and blood pressure. This learning guide will assist you to assess body temperature.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	075	8 hrs.	

10/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

8 h

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools, assess body temperature. To master this task, you must score 14 out of 15 (90%) on a written criterion examination and 12 (15) out of 13 (16) (90%) on performance checklists.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe temperature.
2. Describe clinical thermometer.
3. Describe clinical thermometer technique.
4. Assess body temperature.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07 0904	MA	075	075

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe temperature.

LEARNING STEPS

1. Read Resource #1 for information on temperature.
2. Complete Resource #2 for a review on temperature.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: Nursing Skills for Allied Health Services, by L. Wood, 2nd ed., Body Temperature, pg. 259; (Vocabulary), and pgs. 260-262 (Body Temperature), in LRC.
2. Activity Sheet 075-001-002, "Body Temperature", pg. 4-5, in this student learning guide.
See instructor for evaluation.
3. MPO #2, pg. 6, in this student learning guide.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	001

ACTIVITY SHEET 075-00-002

"BODY TEMPERATURE"

Complete the following.

1. List three things that can either raise or lower body temperature.

2. List two conditions which make it necessary to take R temperature in adults.

3. After drinking cold fluids, chewing gum or smoking, an oral temperature should not be taken for _____ (period of time).

4. Having fever or pertaining to fever is being _____.

5. A _____ is a glass or electric instrument used to measure body temperature.

6. The average body temperature reading on a thermometer is _____ degrees Fahrenheit or _____ degrees Centigrade.

7. List three classes of fever according to certain characteristics.

8. A balance between heat produced in the tissues and the external environment, and the heat lost to the environment is body _____.

9. List three contraindications for taking an oral temperature.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

ACTIVITY SHEET 075-00-002

"BODY TEMPERATURE

(continued)

10. Temperatures are taken _____ when oral or rectal temperatures are contraindicated, or upon procedure.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

MICRO - PERFORMANCE OBJECTIVE #2

Describe clinical thermometer

LEARNING STEPS

1. Read Resource #1 for information on the clinical thermometer.
2. View Resource #2 for further information on the clinical thermometer.
3. Complete Resource #3 for a review on the clinical thermometer.
4. Proceed to Resource #4.

RESOURCES

1. Pamphlet: The Clinical Thermometer, Becton-Dickinson Co. In MA classroom. See instructor.
2. Audio visual presentation AV# MA-03031-F/C, "The Clinical Thermometer," in LRC. (Hoffman Educational Systems, Module 3.2A)
3. Activity Sheet 075-002-003, "The Clinical Thermometer," pg. 7, in this student learning guide. See instructor for evaluation.
4. MPO#3, pg. 8, in this student learning guide.

DEPT.	PROG	TASK	TPO	MPO
07. 0904	MA	075	075	002

ACTIVITY SHEET 075-002-003

"THE CLINICAL THERMOMETER"

Complete the following:

1. The thermometer is made on the principle that mercury _____ when heated.

2. Name the two types of clinical thermometers.

a. _____

b. _____

3. Which type of thermometer has either a slender or short fat bulb?

4. TRUE OR FALSE?

_____ One end of the rectal thermometer is color coded.

5. Explain why thermometer stems have curved or ridged surfaces. _____

6. Name two types of scales used on a clinical thermometer.

a. _____

b. _____

7. Define the term self-registering. _____

8. Match the words in the right-hand column to the definitions in the left-hand column:

- _____ a. Metallic element
- _____ b. Long glass portion of thermometer
- _____ c. Interior of the stem
- _____ d. Lowest figure on the Fahrenheit scale
- _____ e. Highest degree on the Fahrenheit scale
- _____ f. Lowest figure on the Centigrade scale
- _____ g. Highest degree on the Centigrade scale

- 1. Bulb
- 2. Cannula
- 3. Mercury
- 4. Stem
- 5. 35°
- 6. 38°
- 7. 74° to 43°
- 8. 94°
- 9. 106° to 110°

DEPT.	PROG	TASK	TPO	MPO
07-				
0904	MA	075	075	002

From: Hoffman Educational

Pg. 7 Systems Module 3.3.A

MICRO - PERFORMANCE OBJECTIVE #3

Describe clinical thermometer technique.

LEARNING STEPS

1. View Resource #1 for information on the clinical thermometer technique.
2. Complete Resource #2 for a review on clinical thermometer technique.
3. Proceed to Resource #3.

RESOURCES

1. Audio visual presentation, AV# MA-03032-F/C, "Clinical Thermometer Technique", in LRC.
(Hoffman Educational Systems, Module No. 3.2.B)
2. Activity Sheet 075-003-002, "Clinical Thermometer Technique", pg. 9, in this student learning guide.
See instructor for evaluation.
3. MPO#4, pg.10, in this student learning guide.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	003

ACTIVITY SHEET 075-003-002
"CLINICAL THERMOMETER TECHNIQUE"

Complete the following:

1. TRUE OR FALSE?

_____ If a clinical thermometer has a Fahrenheit scale, the mercury line should read between 95° to 97° before using.

2. If a clinical thermometer has a Centigrade scale, the mercury line should read between _____ to _____ before using.

3. TRUE OR FALSE?

_____ Used clinical thermometers are rinsed in hot water.

4. Which of the following should be used first to clean a thermometer?

- _____ A. Hot water
_____ B. Green soap solution
_____ C. Alcohol

5. State the use for each of the three containers that make up the clean-thermometer tray setup.

- A. _____
B. _____
C. _____

6. What information must be recorded on the note taped to the germicidal container after thermometers have been placed in it?

- A. _____
B. _____
C. _____
D. _____

The thermometers should always be placed with the _____
in the same direction in the containers.

From: Hoffman Educational
Systems
Module 3.2.A

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

MICRO - PERFORMANCE OBJECTIVE #4

Assess Body Temperature.

LEARNING STEPS

1. View Resource #1 for information on the use of the oral clinical thermometer.
2. Complete Resource #2 for a review on using an oral clinical thermometer.
3. View Resource #3 for a demonstration in assessing oral thermometer.
4. Complete Resource #4 for practice in assessing oral temperature.
5. View Resource #5 for information on the use of the Rectal Thermometer.
6. Complete Resource #6 for a review on using a rectal clinical thermometer.
7. View Resource #7 for a demonstration on assessing rectal temperature.
8. Complete Resource #8 for practice assessing rectal temperature.
9. Complete Resource #9 for a written evaluation of this task.

RESOURCES

1. Audio-visual presentation, AV# MA-03039-F/C, "Use of the Oral Clinical Thermometer", in LRC. (Hoffman Educational Systems, Module 3.2C)
2. Activity Sheet 075-004-002, "Use of the Oral Clinical Thermometer", page 12, in this student learning guide. See instructor for evaluation.
3. See instructor.
4. Activity Sheet 075-004-004, "Practice Assessing Oral Temperature", pg.13, in this student learning guide.
5. Audio-visual presentation, AV# MA-03038-F/C, "Use of the Rectal Thermometer", in LRC. (Hoffman Educational Systems, Module 3.2D)
6. Activity Sheet 075-004-006, "Use of Rectal Thermometer", pg.14, in this student learning guide.
7. See instructor.
8. Activity Sheet 075-004-008, "Practice Assessing Rectal Temperature", pg.15, in this learning guide.
9. Written Criterion Exam Task #075, "Assess Body Temperature", in LRC. See instructor for evaluation.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	004

MICRO - PERFORMANCE OBJECTIVE #4 (continued)

Assess Body Temperature.

LEARNING STEPS

10. Complete Resource #10 for mastery performance of assessing oral and rectal temperatures.
11. Proceed to Resource #11.

RESOURCES

10. Performance Checklists, pgs. 16-18, in this student learning guide.
See instructor for evaluations.
11. See instructor for next learning guide, "Assessing Pulse".

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	004

ACTIVITY SHEET 075-004-002
"USE OF THE ORAL CLINICAL THERMOMETER"

Name _____ Date _____

Complete the following:

1. TRUE OR FALSE?

_____ It is all right to take a patient's temperature even though he/she has just had a cold drink.

2. If a patient is in bed, place him/her on his/her back _____
_____ or _____ position.

3. If the column of mercury in the cannula is over 97°, shake it down to between
_____ ° and _____ °

4. TRUE OR FALSE?

_____ The clinical thermometer should be left in the patient's mouth for a full five to seven minutes.

5. After taking a temperature, what two items must be recorded?

a. _____

b. _____

6. After charting a patient's temperature, you should place the thermometer in a container with _____, which indicates it is a used thermometer.

From:
Hoffman Educational Systems
Module 3.2.C

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

pg. 12

"PRACTICE ASSESSING ORAL TEMPERATURE"

Directions to the Student:

Given the necessary tools and equipment, practice assessing oral temperature.

Necessary tools and equipment needed:

Clinical thermometer holder
Oral clinical thermometer
Kleenex
Container with disinfectant

Procedure:

1. Wash hands.
2. Prepare the patient.
3. Place the thermometer tray setup in a safe location.
4. Put the bed patient in a Fowler's or supine position, as directed by instructor.
5. Prepare the thermometer.
6. Place the bulb end of the thermometer under the tongue and to one side.
7. Have the patient close his lips and breathe through his nose. Caution the patient against talking or biting the thermometer.
8. Read the thermometer after the proper time period.
9. Chart the reading and place the thermometer in the container with green soap solution.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

ACTIVITY SHEET 075-004-006

"USE OF RECTAL THERMOMETER"

Complete the following:

1. To take a patient's temperature, using the rectal thermometer, the patient should usually be lying on his/her _____.
2. TRUE OR FALSE?
_____ To lubricate the rectal thermometer, start applying the gel from the bulb end.
3. When using the rectal thermometer, insert the _____ end first.
4. The rectal thermometer is inserted into the anal opening, to a depth of _____.
5. After inserting the rectal thermometer, leave it in place for
 _____ A. three minutes.
 _____ B. four minutes.
 _____ C. five minutes.
 _____ D. six minutes.
6. When is it necessary to hold the thermometer in place? _____
7. If the patient cannot lie flat on his stomach positions may be used?

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

From:
Hoffman Educational
Systems
Module No. 3.2.D

"PRACTICE ASSESSING RECTAL TEMPERATURE"

Directions to the Student:

Given the necessary tools and equipment, practice assessing rectal temperature on the human model.

Necessary Tools and Equipment:

Rectal clinical thermometer tray
Human Model

Procedure:

1. Obtain a rectal thermometer tray.
2. Wash and dry hands.
3. Draw the bedside curtains and prepare the patient.
4. Prepare the thermometer, including applying the lubricant.
5. Insert the rectal thermometer to a depth of one and one-half inches in the anus.
6. Leave the thermometer in place for five minutes.
7. If the patient is a child or an irrational adult, hold the thermometer in place and calm the patient.
8. Remove the thermometer and wipe it clean.
9. Clean the lubricant from the patient.
10. Read the thermometer and record the readings.
11. Place the thermometer in the proper container.
12. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

PROGRAM: MEDICAL ASSISTING

TASK: ASSESS BODY TEMPERATURE

TASK # 075

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, assess body temperature.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 12 (15) OUT OF 13 (16) POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 12 (15) OUT OF 13 (16) POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	004

CRITICAL ITEMS	PERFORMANCE CHECKLIST ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
	ASSESSMENT OF ORAL TEMPERATURE Assume that the thermometer is kept in a container of antiseptic in the patient's room. * 1. Wash hands before starting procedure. * 2. Identify patient and explains procedure. * 3. Inquire about eating or smoking. Waits, if indicated. * 4. Obtain thermometer and rinse it under cold water. * 5. Wipe thermometer with tissue, beginning at bulb and wiping toward tip of stem. * 6. Check level of mercury and shakes down to below normal range, using snapping wrist action. * 7. Place thermometer under patient's tongue, slightly to side of mouth. * 8. Ask patient to close lips and keep them closed. Verifies that this is done. * 9. Leave thermometer in place 3-5 minutes. * 10. Remove thermometer and wipes from tip to bulb with tissue. * 11. Record reading accurately on worksheet. * 12. Replace thermometer in container. * 13. Wash hands.		
Instructor _____ Date _____ General Remarks:			
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 12 TOTAL POINTS POSSIBLE = 13			

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	

CRITICAL ITEMS	PERFORMANCE CHECKLIST ITEMS TO BE OBSERVED OR CHECKED	RATING																
		YES	NO															
	ASSESSMENT OF RECTAL TEMPERATURE Assume that a clean thermometer is to be obtained from central supply. * 1. Wash hands before starting procedure. * 2. Identify patient and explains procedure. * 3. Obtain rectal thermometer and water-soluble lubricant. * 4. Check level of mercury and shake down to below normal range, using snapping wrist action. * 5. Provide privacy for patient. * 6. Assist patient to turn on side, with back toward nurse and upper knee slightly bent. * 7. Arrange linens to avoid unnecessary exposure. * 8. Place lubricant on tissue or towel. * 9. Lubricate bulb of thermometer. * 10. Insert thermometer 1 1/2 to 2 inches. * 11. Hold thermometer in place for 3-5 minutes. * 12. Remove thermometer and wipes from tip to bulb with tissue. * 13. Record accurate reading on worksheet. * 14. Reposition patient. * 15. Return thermometer to proper container in supply area. * 16. Wash hands.																	
Instructor _____ Date _____ General Remarks: _____ TOTAL POINTS EARNED = _____ POINTS NEEDED FOR MASTERY = 15 TOTAL POINTS POSSIBLE = 16																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>07-</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0904</td> <td>MA</td> <td>075</td> <td>075</td> <td></td> </tr> </tbody> </table>		DEPT.	PROG	TASK	TPO	MPO	07-					0904	MA	075	075			
DEPT.	PROG	TASK	TPO	MPO														
07-																		
0904	MA	075	075															

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 075

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON Assessing body
temperature.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 14 out of 15 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	004

WRITTEN CRITERION EXAM
TASK #075
"ASSESS BODY TEMPERATURE"

Name _____ Date _____ Session _____

DIRECTIONS:

Each of the questions or incomplete statements below is followed by (4) four suggested answers or completions. Select the BEST answer in each case.

1. "Normal" temperature is usually
 - A. 98.6°F/ 37°C.
 - B. 97.6°F/ 37°C.
 - C. 98.6°F/ 38.5°C.
 - D. 98.0°F/ 39°C.
2. A body temperature of 98.6° is the equivalent of
 - A. 39.2°C.
 - B. 32°C.
 - C. 37°C.
 - D. 66.6°C.
3. The most accurate temperature is
 - A. oral.
 - B. rectal.
 - C. axillary.
 - D. an average of oral and rectal.
4. If the rectal temperature registers 99.4°F, the temperature taken axillary would probably be
 - A. 100.4°F.
 - B. 99.4°F.
 - C. 98.4°F.
 - D. 97.4°F.
5. A lubricant should be used when taking a (an) _____ temperature.
 - A. oral.
 - B. axillary.
 - C. rectal.
6. When taking an oral temperature the thermometer is placed
 - A. on either side of the tongue.
 - B. under the tongue.
 - C. anywhere in the mouth as long as the lips are tightly closed.
 - D. between the lips.
7. The oral thermometer should be cleansed after use by washing it off with
 - A. hot running water.
 - B. soap and cool water.
 - C. soap and hot water.
 - D. running cold water only.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	002

Assess Body Temperature (cont.)

8. It is recommended that a rectal thermometer be left in place
- A. two minutes.
 - B. three minutes.
 - C. five minutes.
 - D. ten minutes.
9. It is recommended that an oral thermometer be left in place at least _____ minutes.
- A. five.
 - B. two.
 - C. three.
 - D. four.
10. While the thermometer is registering the medical assistant should take
- A. pulse.
 - B. pulse and blood pressure.
 - C. pulse and respiration.
 - D. respiration.
11. The balance which is maintained between the heat produced and the heat lost by the body is called
- A. body temperature.
 - B. evaporation.
 - C. metabolism.
 - D. diaphoresis (sweating).
12. Between patients, the oral thermometer should be
- A. soaked in a disinfectant for ten minutes.
 - B. rinsed off with alcohol.
 - C. washed with warm soapy water.
 - D. rinsed off with water.
13. The medical term for a patient having a fever is
- A. feverish.
 - B. febrile.
 - C. onset.
 - D. constant.
14. A mouth injury would contraindicate taking an _____ temperature.
- A. oral.
 - B. axillary.
 - C. rectal.
15. Body temperature upon awaking is _____ due to inactivity of muscles and _____ in the afternoon due to metabolic process, activity and temperature of the atmosphere.
- A. high, low
 - B. low, high
 - C. constant, high.
 - D. constant, low.

DEPT.	PROG	TASK	TPO	MPO
07-0904	MA	075	075	002

ANSWER KEY
CRITERION EXAM
075

1. A
2. C
3. B
4. D
5. C
6. B
7. B
8. C
9. C
10. C
11. A
12. A
13. B
14. A
15. B

DEPT.	PROG	TASK	TPO	MPO
07.090	MA	075	075	



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

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Produced By

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A LEARNING GUIDE

Task ASSESS PULSE

Purpose Pulse provides information about the functioning of the heart and circulatory system, which are indispensable to life. It is considered a vital sign and is measured at the same time as temperature is being assessed. This learning guide will assist you to assess pulse.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07-0904	076	5hrs.	

Nov. 1982

LEARNING CONTRACT

1 STUDENT DATA

NAME

6 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, assess pulse. To master this task, you must score 14 out of 15 (90%) on a written criterion examination and 11 out of 12 on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe pulse
2. Assess pulse.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
0904	MA	076	076

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE #1

Describe pulse.

LEARNING STEPS

1. Read Resource #1 for information on pulse.
2. Complete Resource #2 for a review on pulse.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick and Kinn, 5th edition, pages 503-505.
2. Activity Sheet 076-001-002, "Review Pulse," page 4, in this Student Learning Guide.

See instructor for evaluation.
3. Micro-Performance Objective #2, page 5, in this Student Learning Guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	076	001	001

Activity Sheet
076-001-002
"Review Pulse"

Fill in the blank with the correct word or words.

1. Pulse, along with temperature, respiration, and blood pressure is called a _____ sign.
2. The normal pulse rate during normal activity is _____.
3. The normal pulse rate during resting is _____.
4. A pulse rate may be taken at the _____, _____, _____, _____ and _____ arteries.
5. The _____ artery is the most frequently used to take a pulse rate.
6. The _____ is the number of heart beats in one minute.
7. The normal pulse rate for women is _____ to _____.
8. The normal pulse rate for men is _____ to _____.
9. The normal pulse rate for a young athlete is _____ to _____.
10. The medical term for a slow heart rate is _____.
11. The medical term for a fast heart rate is _____.
12. The patient should always be in a comfortable, _____ position.
13. An increase in one's pulse rate may be caused by _____.
14. A fine, weakened pulse is a _____ pulse.
15. A strong pulse is a _____ pulse.

DEPT.	PROG	TASK	TPO	MPO
07				
0904	MA	076	001	

MICRO - PERFORMANCE OBJECTIVE #2

Assess pulse.

LEARNING STEPS

1. View Resource #1 for a presentation on pulse.
2. Complete Resource #2 for a review on pulse.
3. Observe Resource #3 for a demonstration on assessing pulse.
4. Complete Resource #4 for practice on assessing pulse.
5. Complete Resource #5 for a written evaluation of this task.
6. Complete Resource #6 for a mastery performance of this task.
7. Proceed to Resource #7.

RESOURCES

1. Audiovisual presentation, AV#MA03037F/C "The Pulse: How To Read It," in LRC. (Hoffman Occupational Learning Systems, Module No. 3.2.E)
2. Activity Sheet 076-002-002, "Review Pulse," pages 6-7, in this Student Learning Guide.

See instructor for evaluation.
3. See instructor.
4. Activity Sheet 076-002-004, "Practice Assessing Pulse," page 8, in this Student Learning Guide.

See instructor for evaluation.
5. Written Criterion Exam Task #076 "Assessing pulse," in LRC.

See instructor for evaluation.
6. Performance Checklist, pages 9-10, in this Student Learning Guide.

See instructor for evaluation.
7. See instructor for next learning guide, "Assessing Respiration."

DEPT.	PROG	TASK	TPO	MPO
07.0906	MA	076	076	002

Activity Sheet

076-002-002

"Review Pulse"

Complete the following:

1. Each time the heart muscle _____, it forces a wave of blood through the arteries.
2. The regular expansion of arteries is called a rhythm or _____, which in turn is known as a _____.
3. TRUE OR FALSE?
_____ The pulse is not controlled by the brain.
4. Name three things that can affect the pulse.
A. _____
B. _____
C. _____
5. TRUE OR FALSE?
_____ A large person has a faster pulse than a small person.
6. It takes (more/less) _____ time for the blood to circulate in a large person than in a small person.
7. How many places on the body are recognized as locations or pulse sites?

8. The artery at the pulse site on the top of the foot is called the
A. carotid artery.
B. femoral Artery.
C. Dorsalis pedis.
D. temporal artery
9. The artery at the pulse site on the inside of the upper thigh is called the
A. carotid artery.
B. dorsalis pedis.
C. femoral artery.
D. femporal artery.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	076	076	002

Page 6

ACTIVITY SHEET

076-002-002 (Cont.)

"Review Pulse"

10. When taking a patient's pulse while he is lying down, his arm must be supported
 - A. in a fully relaxed position.
 - B. on a table.
 - C. while holding it upright.
 - D. in a fully extended position.
11. TRUE OR FALSE?
 _____ To take a radial pulse, you must place your thumb on the radial artery.
12. When taking a patient's pulse, you must count each pulsation for a period of
 - A. 90 seconds.
 - B. 60 seconds.
 - C. 40 seconds.
 - D. 35 seconds.
13. Match the words in the right-hand column to the definitions in the left-hand column.

___ A. expansion or distension at regular intervals	1. Brachial pulse
___ B. unborn child pulse rate	2. Canary
___ C. newborn child pulse rate	3. Carotid pulse
___ D. normal rate for person in good health	4. Radial pulse
___ E. pulse rate of 1000 beats per minute	5. Rhythm or beat
___ F. pulse found on the inner wrist	6. Temporal pulse
___ G. pulse found at the side of the forehead	7. 60 to 100 beats per minute
___ H. pulse found at the side of the neck	8. 100 to 120 beats per minute
___ I. pulse found in the hollow space of the inner arm	9. 120 to 140 beats per minute
___ J. normal rate for women	10. 140 to 160 beats per minute
___ K. normal rate for men	11. 70 to 80 beats per minute
	12. 60 to 70 beats per minute

Taken from: Hoffman Occupational Learning Systems Module No.3.2.E
 "The Pulse: How to Read it"

DEPT.	PROG	TASK	TPO	MPO
0904	MA	076	076	002

ACTIVITY SHEET

076-002-004

"Practice Assessing Pulse"

Directions to the student:

Given the necessary tools and equipment, practice assissing pulse.

Necessary tools and equipment:

Watch with second hand
Stethoscope

Procedure:

Radial Pulse

1. Wash hands before starting procedure.
2. Identify patient and explain procedure.
3. Inquire about previous exercise and observe patient's emotional state.
4. Place patient in Fowler's or supine position.
5. Locate radial pulse with second, third, and fourth fingers on radial artery.
6. Count the pulsations for one minute.
7. Record the pulse and its characteristics on patient's chart.

Apical Pulse

1. Wash hands before starting procedure.
2. Identify patient and explain procedure.
3. Clean earpieces and diaphragm of stethoscope with antiseptic.
4. Place patient in supine position.
5. Provide privacy.
6. Arrange linen and clothing to expose patient's chest.
7. Warm diaphragm with hand.
8. Locate site and place stethoscope diaphragm correctly.
9. Count pulse for a full minute.
10. Record the pulse and other observable characteristics.
11. Make patient comfortable.
12. Clean earpieces and diaphragm of stethoscope.
13. Place equipment in proper place.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	076	076	002

Page 8

PROGRAM: MEDICAL ASSISTING

TASK: ASSESS PULSE

TASK #

076

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, assess pulse.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 11 OUT OF 12 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 11 OUT OF 12 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	076	076	002

Page 9

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
	<u>Radial Pulse</u>		
	1. Wash hands.		
*	2. Identify patient and explain procedure.		
*	3. Place patient in relaxed position.		
*	4. Locate and count radial pulse.		
*	5. Record the pulse rate and characteristics.		
	<u>Apical Pulse</u>		
*	6. Identify patient and explain procedure.		
*	7. Clean earpieces and diaphragm of stethoscope.		
*	8. Place patient in supine position.		
*	9. Provide privacy.		
*	10. Locate and count pulse.		
*	11. Record the pulse rate and characteristics.		
*	12. Place equipment in proper place.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 11			
TOTAL POINTS POSSIBLE = 12			

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	076	076	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 076

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON assessing pulse.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 14 out of 15 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	076	076	002

Written Criterion Exam

Task #076

"Assess Pulse"

NAME _____ DATE _____ SESSION _____

Circle the correct answer for each of the following questions.

1. The pulse rate is the
 - A. number of heart beats in one minute.
 - B. number of heart beats in a half minute.
 - C. average length of beats.
 - D. average pulse beats.
2. The normal pulse rate for a woman is
 - A. fifty to sixty.
 - B. sixty to seventy.
 - C. seventy to eighty.
 - D. sixty to eighty.
3. The normal pulse rate for men is
 - A. sixty to seventy.
 - B. seventy to eighty.
 - C. eighty to ninety.
 - D. seventy to eighty.
4. The normal pulse rate for a young athlete is
 - A. fifty to sixty.
 - B. seventy to eighty.
 - C. eighty to ninety.
 - D. eighty to one hundred twenty.
5. If the pulse is taken at the wrist the artery used is the
 - A. radial artery.
 - B. temporal artery.
 - C. carotid artery.
 - D. femoral artery.
6. If the pulse is taken at the neck, the artery used is the
 - A. radial artery.
 - B. temporal artery.
 - C. carotid artery.
 - D. femoral artery.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	076	076	002

Written Criterion Exam (Cont.)

Task #076

"Assess Pulse"

7. An increase in one's pulse rate may be caused by
- A. elevated temperature.
 - B. poisons.
 - C. mental depression.
 - D. sleep.
8. The preferred way for a medical assistant to take a pulse rate is to count for
- A. a half minute.
 - B. a half minute and double the number.
 - C. one full minute.
 - D. two full minutes and take half of the number.
9. Bradycardia is the term meaning
- A. abnormally fast heartbeat.
 - B. abnormally slow heartbeat.
 - C. average heartbeat.
 - D. abnormal heart beat.
10. Tachycardia is the term meaning
- A. abnormally fast heartbeat.
 - B. abnormally slow heartbeat.
 - C. average heartbeat.
 - D. abnormal heartbeat.
11. The pulse rate at birth (newborn) may be at least
- A. eighty.
 - B. one hundred.
 - C. one hundred ten.
 - D. one hundred thirty.
12. A medical term for a fine, weakened pulse is
- A. bounding.
 - B. thready.
 - C. regular.
 - D. irregular.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	076	076	002

Written Criterion Exam (Cont.)

Task #076

"Assess Pulse"

13. The artery at the pulse site on the inside of the upper thigh is called the
- A. carotid artery.
 - B. dorsalis pedis.
 - C. femoral artery.
 - D. temporal artery.
14. The pulse site at the side of the forehead is called the
- A. temporal pulse.
 - B. femoral pulse.
 - C. carotid pulse.
 - D. radial pulse.
15. When taking a patient's pulse while he is lying down, his arm must be supported
- A. in a fully relaxed position.
 - B. on a table.
 - C. while holding it upright.
 - D. in a fully extended position.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	076	076	002

ANSWER KEY
CRITERION EXAM
076

1. A
2. C
3. A
4. A
5. A
6. C
7. A
8. C
9. B
10. A
11. D
12. B
13. C
14. A
15. A

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	076	076	



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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312/620-8770

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A LEARNING GUIDE

Task ASSESS RESPIRATION

Purpose Respiratory, or breathing, is an involuntary function over which we have no control. In the assessment of vital signs, the health care worker is concerned with external respiration. This learning guide will assist you to assess respiration.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	077	4 hours	

11/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4h

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary textbook, assess respiration. To master this task you must score 9 out of 10 (90%) on a written criterion examination and 4 out of 5 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe respiration.
2. Assess respiration.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07.0904	MA	077	077

Instructor's Signature

Page 2 (verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe respiration.

LEARNING STEPS

1. Read Resource #1 for information on respiration.
2. Complete Resource #2 for a review on respiration.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, administrative and clinical, by Fredrick & Kinn, 5th edition, pgs. 505-506 in LRC.
2. Activity sheet 077-001-002, "Review Respiration," pg. 4, in this SLG. (See instructor for evaluation.)
3. MPO #2, Pg. 5, in this SLG

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	077	077	001

ACTIVITY SHEET

077-001-002

"Review Respiration"

A. Fill in the blank with the correct answer/s.

1. What are "vital signs"?

a. _____

b. _____

c. _____

d. _____

2. What is the normal respiration rate?

3. Describe the procedure for taking the respiration rate.

B. These terms describe the various alterations found in breathing-match the terms with correct definitions:

Dyspnea _____

Bradypnea _____

Apnea _____

Tachypnea _____

Hyperpnea _____

Orthopnea _____

A. Temporary cessation of respiration.

B. Excessively rapid breathing.

C. Difficult breathing.

D. Abnormally slow respiration.

E. Increased depth of breathing.

F. Difficulty breathing while in a supine position.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	077	077	001

MICRO - PERFORMANCE OBJECTIVE #2

Assess respiration.

LEARNING STEPS

1. View Resource #1 for a presentation on respiration.
2. Complete Resource #2 for a review on respiration.
3. Observe Resource #3 for a demonstration on assessing respiration.
4. Complete Resource #4 for practice on assessing respiration.
5. Complete Resource #5 for a written evaluation of this task.
6. Complete Resource #6 for a mastery performance of this task.
7. Proceed to Resource #7.

RESOURCES

1. Audiovisual presentation, AV# MA03040 F/C "The Vital Function of Respiration", in LRC.
(Hoffman Educational Systems, Module #3.2 F)
2. Activity Sheet 077-002-002, "Review Respiration", pg. 6-7 in this SLG.
See instructor for evaluation.
3. See instructor.
4. Activity Sheet 077-002-004, "Practice Respiration", pg. 8, in this SLG.
5. Written Criterion Exam, Task #077, "Assess Respiration", in LRC.
6. Performance checklist, pgs. 9-10, in this SLG.
See instructor for evaluation.
7. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
0904	MA	077	077	002

Pg. 5

ACTIVITY SHEET

077-002-002

"Review Respiration"

Complete the following

1. TRUE OR FALSE?

_____ Breathing is a voluntary function.

2. Name the phases of the mechanical function of breathing.

A. _____

B. _____

3. Briefly describe the process of inspiration. _____

4. Briefly describe the process of expiration. _____

5. Briefly describe the chemical function of breathing (diffusion). _____

6. TRUE OR FALSE?

_____ Men use abdominal walls in breathing to a greater degree than women.

7. List three physical causes and three chemical changes that can affect the respiration rate.

Physical

Chemical

A. _____

A. _____

B. _____

B. _____

C. _____

C. _____

DEPT.	PROG	TASK	TPO	MPO
0904	MA	077	077	002

Pg. 6

ACTIVITY SHEET (Cont.)

8. TRUE OR FALSE?

_____ It does not matter if a patient is relaxed when taking his respiration.

_____ Respiration is usually assessed at the same time as temperature and pulse.

9. When taking the respiration, you count the rise and fall of the chest for

- A. 15 seconds.
- B. 45 seconds.
- C. 60 seconds.
- D. 90 seconds.

10. One inhale and one exhale equals _____ respiration.

11. Match the times in the right-hand column to the definitions in the left-hand column

- | | |
|---|----------------------------|
| A. An arched sheet of muscle | 1. Diaphragm |
| B. Air rushing into the additional space created by the expanded lungs and rib cage | 2. Expiration |
| C. The second phase of the mechanical function of respiration | 3. Heavy labor or exercise |
| D. Inspiration and expiration with diffusion occurring 12 to 25 times/minute | 4. Inspiration |
| E. Uses over 50% of total energy output for respiration | 5. Mechanical |
| F. Patient has to sit upright in order to breath | 6. Regulatory cycle |
| | 7. Resting |
| | 8. Orthopnea |

Taken from: Hoffman Educational Systems " The Vital Function of Respiration"
Module No. 3.2.F

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	077	077	002

Pg 7

ACTIVITY SHEET

007-002-004

"Practice Respiration"

Directions to the student:

Given the necessary performance points, practice assessing respiration.

Procedure:

1. Wash hands.
2. Identify patient.
3. Be sure patient is at rest and relaxed.
4. Count respirations for 60 seconds.
5. Record respirations count and characteristics.
6. Wash hands.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	077	077	002

Pg. 8

PROGRAM: MEDICAL ASSISTING

TASK: ASSESS RESPIRATION

TASK # 077

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, assess respiration.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 4 OUT OF 5 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 4 OUT OF 5 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	077	077	002

Pg. 9

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
	1. Wash hands.		
*	2. Identify patient.		
*	3. Put patient at rest and relaxed.		
*	4. Count respirations.		
*	5. Record respirations.		
		TOTAL POINTS EARNED =	
		POINTS NEEDED FOR MASTERY = 4	
		TOTAL POINTS POSSIBLE = 5	

DEPT.	PROG	TASK	TPO	MPO
070904	MA	077	077	002

Pg. 10

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 077

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON assessing respiration.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	077	077	002

WRITTEN CRITERION EXAM

Task #077

"Assess Respiration"

NAME _____ DATE _____ SESSION _____

A. Circle the correct answer in the following questions.

1. When the patient has to sit upright in order to breath, this is termed
A. eupnea
B. orthopnea.
C. dyspnea.
D. stertorous.
2. The normal rate of respiration for the healthy adult is
A. 8-12.
B. 14-20.
C. 20-30.
D. 30-40.
3. The normal rate of respiration in children is
A. 12-16.
B. 14-18.
C. 18-24.
D. 20-26.
4. The respiration rate when a patient is lying down is
A. placing your hand on the patient's chest.
B. telling the patient that you are going to take his respiration.
C. observing the chest as it rises and falls while still taking the pulse.
D. having the patient exercise.
5. A decrease in respirations may be caused by
A. excitement.
B. hemorrhage.
C. sleep.
D. exercise.
6. A word which means difficult breathing is
A. apnea
B. eupnea.
C. dyspnea.
D. orthopnea.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	077	077	002

WRITTEN CRITERION EXAM (Cont.)

7. Hyperpnea is usually accompanied by _____ and is frequently found in emotional conditions.
- A. orthopnea
 - B. bradypnea
 - C. dyspnea
 - D. hyperventilation
8. Abnormally slow respiration is
- A. bradypnea.
 - B. tachypnea.
 - C. hyperpnea.
 - D. orthopnea.
9. Fast or slow are descriptive terms for a respiratory
- A. rhythm.
 - B. volume.
 - C. rate.
 - D. pattern.
10. A medical word descriptive of regular or irregular respirations is
- A. rate.
 - B. volume.
 - C. rhythm.
 - D. pattern.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	077	077	002

ANSWER KEY
CRITERION EXAM
077

1. A
2. C
3. B
4. D
5. C
6. B
7. B
8. B
9. B
10. A
11. B
12. B
13. A or C
14. A
15. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task ASSESS BLOOD PRESSURE

Purpose Blood pressure is considered a vital sign because it provides a sensitive indication of the functioning of the heart and circulatory system. One of the duties of the medical assistant is to measure and record the blood pressure of the patient. This learning guide will assist you to assess blood pressure.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07 0904	078	10 hours	077

11/81

LEARNING CONTRACT (optional)

1. STUDENT DATA

NAME

20h

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2. TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, assess blood pressure. To master this task, you must score 14 out of 15 (90%) on a written criterion exam and 18 out of 19 (90%) on a performance checklist.

2a. INTERMEDIATE OBJECTIVE(s)

1. Describe blood pressure.
2. Assess blood pressure.

3. AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

Instructor's Signature
(verifies competency)

Program	Task	Page
MA	078	2

Page 2

INTERMEDIATE OBJECTIVE #1

Describe blood pressure

LEARNING STEPS (Activities)

1. Read Resource #1 for information on blood pressure.
2. View Resource #2 for an explanation of blood pressure.
3. Complete Resource #3 for a review on blood pressure.
4. Proceed to Resource #4

RESOURCES

1. Textbook: The Medical Office Assistant, administrative and clinical by Frederick & Kinn, 5th edition, pgs. 500-509, in LRC.
2. Audiovisual presentation, AV# MA-03030-FC "Blood Pressure and the Instruments for Measuring It", in LRC. (Hoffman Educational Systems, Module 3.3A)
3. Activity Sheet 078-001-003, "Review Blood Pressure", p. 4-6, in this SLG. See instructor for evaluation.
4. MPO #2, pg. 7, in this SLG.

Program	Task	Page
MA	078	3

Activity Sheet 078-001-003

"Review Blood Pressure"

Name _____ Date _____

Complete the following:

1. Blood pressure starts with the _____
of the heart muscle.
2. Briefly explain systolic pressure. _____

3. Briefly explain diastolic pressure. _____

4. When you subtract diastolic pressure from systolic pressure the difference is
called _____
_____ pressure.
5. Name three factors which can affect blood pressure.
 - a. _____
 - b. _____
 - c. _____
6. Arterial or systolic pressure normally _____
as persons grow older.
7. Blood pressure charting appears as a fraction. The _____
pressure is the numerator, the _____ pressure is
the denominator.
8. The instrument use to measure blood pressure is called a _____.

Program	Task	Page
MA	078	4

Page 4

"Review Blood Pressure"
(continued)

9. Name the four basic parts of the device for measuring blood pressure.

- a. _____
- b. _____
- c. _____
- d. _____

10. Name the two types of manometers available.

- a. _____
- b. _____

11. TRUE OR FALSE?

_____ The stethoscope must be used when taking blood pressure.

12. Match the words in the right-hand column to the definitions in the left-hand column:

- | | |
|--|-----------------------|
| _____ a. Heart muscle contracts | 1. Cardio-vascular |
| _____ b. Heart muscle relaxes | 2. Diastolic pressure |
| _____ c. The difference between diastolic pressure and systolic pressure | 3. Pulse pressure |
| _____ d. An infant's blood pressure | 4. Systolic pressure |
| _____ e. Early teen's blood | 5. 80 over 54 |
| _____ f. Normal healthy adult's blood | 6. 112 over 74 |
| _____ g. low blood pressure | 7. 120 over 80 |
| _____ h. Blood pressure above normal pressure. | 8. Hypertension |
| | 9. Hypotension |

13. Name the conditions which can cause low blood pressure.

- a. _____
- b. _____

continued

Program	Task	Page
07.0904	078	5

Activity Sheet 078-001-003

"Review Blood Pressure"
(continued)

13. continued

c. _____

14. Name conditions which can cause high blood pressure.

a. _____

b. _____

c. _____

Questions 1-12 taken from: Hoffman Educational Systems, Module 3.3A

Program	Task	Page
07.0904	078	6

Page 6

INTERMEDIATE OBJECTIVE #2

Assess blood pressure.

LEARNING STEPS (Activities)

1. View Resource #1 for information on measuring and recording blood pressure.
2. Complete Resource #2 for a review on measuring and recording blood pressure.
3. Observe Resource #3 for a demonstration on assessing blood pressure.
4. Complete Resource #4 for practice on assessing blood pressure.
5. Complete Resource #5 for a written evaluation of this task.
6. Complete Resource #6 for a mastery performance of this task.
7. Proceed to Resource #7.

RESOURCES

1. Audio visual presentation, AV#MA-03033-F/C, "The Measuring and Recording of Blood Pressure", in LRC.
Hoffman Educational Systems, Module No. 3.3B.
2. Activity Sheet 078-002-002, "Review Measuring and Recording Blood Pressure", page 8-9, in the SLG.
See instructor for evaluation.
3. See instructor.
4. Activity Sheet 078-002-004, "Practice Assessing Blood Pressure", pages 10-11 in this SLG.
5. Written Criterion Exam Task #078 "Assess Blood Pressure", in LRC.
See instructor for evaluation.
6. Performance Checklist Task #078 pages 12-13, in this SLG. See instructor for evaluation.
7. See instructor for next learning guide.

Program	Task	Page
MA	078	7

Page 7

Activity Sheet 078-002-002

"Measuring and Recording Blood Pressure"

1. TRUE OR FALSE?

_____ If a patient is wearing long sleeves, it is not necessary to have him/her roll up the sleeves.

2. Before using the stethoscope for a blood pressure reading, clean the ear tips and bell with

_____ A. warm water.

_____ B. alcohol.

_____ C. cold water.

_____ D. detergent.

3. When using the stethoscope correctly, the ear tips are

_____ A. bent outward.

_____ B. bent inward.

_____ C. bent upward.

_____ D. bent downward.

4. Wrap the cuff of the sphygmomanometer around the arm of the patient at a point

_____ A. below the elbow.

_____ B. on the elbow.

_____ C. above the elbow.

5. TRUE OR FALSE?

_____ The cuff of the sphygmomanometer should be tight when taking blood pressure.

6. When locating the pulse on the brachial artery, you use

_____ A. your thumb.

_____ B. your fingertips

_____ C. the palm of your hand.

Program	Task	Page
MA	078	8

Activity Sheet 078-002-002

"Measuring and Recording Blood Pressure"

7. When holding the diaphragm of the stethoscope in place, you always hold it by the _____.
8. The first sound heard as the heart valve closes is a _____ or _____. This is the _____ reading.
9. As soon as the systolic and diastolic readings have been taken, all the air should be released from the _____.
10. a. When taking a new patient's blood pressure, the readings should be taken on _____.
- b. Why? _____.
11. TRUE OR FALSE?
- _____ A diastolic reading is charted first.

Taken from: Hoffman Education Systems, Module No. 3.3B

Program	Task	Page
MA	078	9

Page 9

"Practice Assessing Blood Pressure"

Directions to the Student:

Given the necessary tools and equipment, practice assessing blood pressure.

Necessary Tools and Equipment:

Sphygmomanometer
Stethoscope
Alcohol Wipe

Procedure:

1. Prepare the patient for a blood pressure reading.
2. Prepare the sphygmomanometer for use; properly positioning the manometer.
3. Obtain and clean the stethoscope.
4. Position the stethoscope around your neck.
5. Position the patient's arm and check that there are no constrictions on the arm.
6. Properly wrap the cuff around the arm 1-2" above the elbow.
7. Place the ear tips of the stethoscope in your ears.
8. Find the pulse of the brachial artery, close the valve on the pump and place the diaphragm of the stethoscope over the artery.
9. Pump air into the cuff. (Caution-do not exceed 140 without instructor's permission.)
10. Open the valve slightly to release the air slowly.
11. Listen for the first sound-note the reading when this happens.
12. Listen, slowly releasing air, for a change in sound or a stop of the sound-note the reading.
13. Release all the air from the patient's arm.
14. Remove the cuff from the patient's arm.
15. OPTIONAL: Take a reading on patient's other arm.
16. Clean the stethoscope and return it and the sphygmomanometer to the proper place.

continued on next page

Program	Task	Page
MA	078	10

Page 10

Activity Sheet 078-002-004

Procedure: (continued)

17. Record the blood pressure reading on the patient's chart.
18. Clean up working area.

Program	Task	Page
MA	078	11

Page 11

PROGRAM: MEDICAL ASSISTING

TASK: ASSESS BLOOD PRESSURE

TASK # 078

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, assess blood pressure.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 18 OUT OF 19 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 18 OUT OF 19 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07.090	MA	078	078	002

pg. 12

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
*	1. Wash hands,		
*	2. Prepare the patient for a blood pressure reading,		
*	3. Prepare the sphygmomanometer for use; properly positioning the manometer.		
*	4. Obtain and clean the stethoscope.		
*	5. Position the stethoscope around your neck.		
*	6. Position the patient's arm and check that there are no constrictions on the arm.		
*	7. Wrap the cuff around the arm above the elbow.		
*	8. Place the ear tips of the stethoscope in your ears.		
*	9. Find the pulse of the brachial artery, close the valve on the pump and place the diaphragm of the stethoscope over the artery.		
*	10. Pump air into the cuff (Caution-do not exceed 140 without the instructors permission.)		
*	11. Open the valve slightly to release the air slowly.		
*	12. Listen for the first sound-note the reading when this happens.		
*	13. Listen, slowly releasing air, for a change in sound or a stop of the sound-note the reading.		
*	14. Release all the air from the patient's arm.		
*	15. Remove the cuff from the patient's arm.		
	16. Take a reading on patient's <u>other arm</u> . (Optional)		
*	17. Clean the stethoscope and return it and the sphygmomanometer to the proper place.		
*	18. Record the blood pressure reading on the patient's chart.		
*	19. Clean up working area.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 18 TOTAL POINTS POSSIBLE = 19			

DEPT.	PROG	TASK	TPO	MPO
07.09	MA	078	078	002
04				

pg. 13

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 078

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON assessing blood pressure

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 14 out of 15 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07.090 4	MA	078	078	002

pg. 14

"ASSESSMENT OF BLOOD PRESSURE"

A. Select and circle the best answer for each of the questions or incomplete statements:

1. The term "blood pressure" most frequently refers to
 - A. arterial pressure.
 - B. capillary pressure.
 - C. pulse pressure.
 - D. venous pressure.
2. The moment of greatest relaxation of the heart is called
 - A. systole.
 - B. diastole.
 - C. pulse pressure.
 - D. venous pressure.
3. The piece of equipment which is used in conjunction with a sphygmomanometer when taking a blood pressure is a (an)
 - A. stethoscope .
 - B. mercury gauge .
 - C. wristwatch..
 - D. aneroid gauge.
4. When taking a blood pressure, the first sound which is heard indicates
 - A. systolic pressure.
 - B. diastolic pressure.
 - C. pulse pressure.
 - D. venous pressure.
5. High blood pressure is referred to as
 - A. hypertension.
 - C. hypotension.
 - B. hypotrophy.
 - D. orthostatus.

Program	Task	Page
07.0904	078	15

FINAL WRITTEN EXAMINATION-CONTINUED

6. Blood pressure increases with
- A. excitement.
 - B. anxiety.
 - C. worry.
 - D. all of the above.
 - E. both a and b.
7. The blood pressure is usually taken
- A. over the brachial artery.
 - B. by palpatory method.
 - C. over the radial artery.
 - D. by hearing the heart sounds.
8. Blood pressure is measured in
- A. cubic centimeters .
 - B. millimeters of mercury.
 - C. milligrams.
 - D. degrees.
9. Which of the following would be considered to be a normal blood pressure for an adult?
- A. 106/68 .
 - B. 120/80 .
 - C. 140/80 .
 - D. 150/90 .
10. Pulse pressure is the difference between
- A. systolic and diastolic readings.
 - B. hypotension and hypertension.
 - C. diastolic and systolic readings. D. hypertension and hypotension,

Program	Task	Page
07.0904	078	16

FINAL WRITTEN - CONTINUED

11. In order to inflate the blood pressure cuff, of aneroid sphygmomanometer, the valve is turned
- A. clockwise.
 - B. counter - clockwise.
 - C. either direction.
 - D. neither direction.
12. Low blood pressure is referred to as
- A. hypertension.
 - B. hypotension.
 - C. orthostatus.
 - D. shock.
13. Blood pressure is lower in a/an
- A. child.
 - B. older person.
 - C. woman.
 - D. man.
14. Blood pressure is the pressure of the blood against the walls of the
- A. arteries.
 - B. veins.
 - C. capillaries.
 - D. arterioles.
15. Blood pressure is _____ in conditions such as hemorrhage, chronic wasting diseases and shock.
- A. higher
 - B. lower
 - C. unchanged
 - D. variable

Program	Task	Page
07.0904	078	17

ANSWER KEY
CRITERION EXAM
078

1. A
2. B
3. A
4. A
5. A
6. D
7. A
8. B
9. B
10. A
11. B
12. B
13. A or C
14. A
15. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

301 N. Swift Road
Addison, Illinois 60101
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A LEARNING GUIDE

Task

EXPLAIN A DIET

Purpose

The physician, the nurse, and the dietitian are all closely involved in the nutritive care of a patient. The physician prescribes the diet, and, ideally, a dietitian instructs the patient on how to follow it. Frequently, however, such professional aid is not available. In this case, it is often necessary for the assistant to discuss the diet with the patient, answer questions, and explain certain aspects of the modifications involved. Consequently, the assistant should be able to answer basic questions on normal nutrition and have a fundamental knowledge of those diets which the doctor prescribes the most. This learning guide will assist you to explain diet.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	085	6 Hours	

3/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

6

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given a diet, explain diet. To master this task you must score 9 out of 10 (90%) or a written criterion exam and 1 out of 2 (90%) on a final performance.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe diet, nutrition and special diets.
2. Explain diet.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	085	085

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe diet, nutrition and special diets.

LEARNING STEPS

1. Read Resource #1 to describe diet, nutrition and special diets.
2. Complete Resource #2 for a review on diet, nutrition and special diet.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: Effective Medical Assisting, by Schworzrock and Ward, 1976 edition, pages 402-423, in LRC.
2. Workbook: Effective Medical Assisting, by Schwarzrock, Chapter 31, "Diet, Nutrition, and Special Diets," pages 219-228, in LRC.
See instructor for evaluation.
3. MPO #2, page 4, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	001

MICRO - PERFORMANCE OBJECTIVE - #2

Explain diet

LEARNING STEPS

1. Complete Resource #1 to familiarize yourself with a special diet.
2. Complete Resource #2 to practice explaining menu with a patient.
3. Complete Resource #3 for a final performance.
4. Complete Resource #4 for a written criterion evaluation.
5. Proceed to Resource #5.

RESOURCES

1. Activity Sheet 085-002-001, "A Special Diet," page 5, in this guide.
2. Activity Sheet 085-002-002, "Explain Diet to the Patient," page 6, in this guide.
See instructor.
3. Performance Checklist Task #085, pages 7-8.
See instructor.
4. Written Criterion Exam Task #085.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002

ACTIVITY SHEET 085-001-001

"A Special Diet"

Directions to the student:

You are informed by your physician that Mrs. Jones is to be placed on a regular diet. Your job is to take a copy of that diet from the file and give it to Mrs. Jones. The doctor will either be instructing Mrs. Jones or will have told you what to say to Mrs. Jones when initiating a diet regime. Practice instructing the patient (a classmate) on this diet.

Necessary item:

A regular diet

Procedure:

1. Obtain diet.
2. Explain diet to patient.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002

ACTIVITY SHEET 085-002-002

"Explain diet to a Patient"

Directions to the student:

Given a 1200 calorie diabetic diet, explain this diet to a patient (a classmate).

Necessary item:

1200 calorie exchange diabetic diet

Procedure:

1. Obtain special diet.
2. Explain diet to patient.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002

PROGRAM: MEDICAL ASSISTING

TASK: 085

TASK # EXPLAIN A DIET

PERFORMANCE/~~PRODUCT~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 1 OUT OF 2 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 1 OUT OF 2 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC.
	1. Obtain special diet. * 2. Explain diet to patient.		
		TOTAL POINTS EARNED =	
		POINTS NEEDED FOR MASTERY = 1	
		TOTAL POINTS POSSIBLE = 2	

DEPT.	PROG	TASK	TPO	MPO
07Q904	MA	085	085	002

Page 8

TOTAL POINTS EARNED =

POINTS NEEDED FOR MASTERY = 1
TOTAL POINTS POSSIBLE = 2

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 085

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PREPARING A DIET MENU.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002

WRITTEN CRITERION EXAM

TASK #085

"Describe Diet, Nutrition and Special Diets"

Use a separate sheet of paper for your answers, do not write on this guide.

Select the BEST answer.

1. Milk, cheese, ice cream and other milk products are included in the _____ group.
A. Dairy Food
B. Meat, Poultry, Fish, Eggs
C. Vegetable-Fruit
D. Bread and Cereal
2. Carbohydrates, fats, proteins, and vitamins are _____.
A. basic four.
B. nutrients.
C. foods.
D. elements.
3. The chemical elements which make up cells, tissues and organs are _____.
A. vitamins.
B. proteins.
C. minerals.
D. carbohydrates.
4. _____ promote growth and help the body remain healthy and vigorous.
A. Minerals
B. Proteins
C. Water
D. Vitamins
5. _____ build and repair tissue.
A. Proteins
B. Minerals
C. Vitamins
D. Roughage
6. Sugars and starches are _____ and needed for energy.
A. proteins
B. fats
C. carbohydrates
D. vitamins

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002

(Continued)
WRITTEN CRITERION EXAM

TASK #085

7. Diabetes diets for patients who have diabetes must restrict their _____ intake.
- A. fat
 - B. carbohydrate
 - C. protein
 - D. mineral
8. A _____ diet is prescribed for patients with ulcers and gastrointestinal orders.
- A. low fat
 - B. high protein
 - C. bland
 - D. liquid
9. A _____ diet is prescribed for patients who have circulatory system diseases.
- A. soft
 - B. reducing
 - C. high-protein
 - D. salt-free
10. A _____ diet is prescribed for those persons having gallbladder disease and must avoid fat.
- A. low fat
 - B. high protein
 - C. normal
 - D. soft

DEPT.	PROG	TASK	TPO	MPO
070904	MA	085	085	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

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Grayslake, IL 60030

A LEARNING GUIDE

Task

DEMONSTRATE USE OF PDR

Purpose

The Physician's Desk Reference (PDR) is, in a sense, five books in one. It is a nearly complete directory of drug information in book form and is published with the medical profession in mind. This learning guide will assist you to demonstrate use of the PDR.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	091	2 Hours	

4/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

4

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary information, demonstrate use of PDR. To master this task you must score 9 out of 10 (90%) on a written criterion exam and 3 out of 4 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe Physician's Desk Reference.
2. Demonstrate use of PDR.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	091	091

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe Physician's Desk Reference

LEARNING STEPS

1. View Resource #1 for an audiovisual presentation on the PDR.
2. Complete Resource #2 for a review of the material in the audiovisual presentation.
3. Proceed to Resource #3.

RESOURCES

1. Audiovisual presentation, AV #MA-02571-ST, in LRC.
2. Activity Sheet 091-001-002, "The Physician's Desk Reference," pages 4-5-6. See instructor for evaluation.
3. MPO #2, page 7, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	001

ACTIVITY SHEET 091-001-002

"The Physician's Desk Reference"

Use a separate sheet of paper for your answers, do not write on this guide.

A. Complete the following:

1. Part two of Section I contains
 - A. an alphabetic listing of drug manufacturers.
 - B. an alphabetic listing of drugs by their brand names.
 - C. a listing of drugs grouped under the names of the manufacturer.
 - D. an alphabetic listing of drugs by their generic names.
2. True or false?
_____ Both parts of Section I give the page number in the "Product Information Section" where detailed information about the drug can be found.
3. What symbol is used to indicate that a picture of the drug is found in the Product Identification Section?
 - A. An asterisk.
 - B. A black circle.
 - C. A black diamond.
 - D. A cross.
4. How are drugs listed in the Drug Classification Index Section?

5. True or false?
_____ The Generic and Chemical Name Index lists drugs by the main ingredient.
6. Which section is made up of an alphabetic listing of drug brand names?
 - A. Section I.
 - B. Section II.
 - C. Section III.
 - D. Section IV.
7. Pictorial identification of drugs is found in which section?
 - A. Section II.
 - B. Section III.
 - C. Section IV.
 - D. Section V.
8. Which symbol indicates that more than one form of dosage is available?
 - A. A asterisk.
 - B. A black circle.
 - C. A black diamond
 - D. A cross

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	001

(Continued)
ACTIVITY SHEET 091-001-002
"The Physician's Desk Reference"

9. Name four cardinal points concerning a drug listed in Section V.

- A. _____
B. _____
C. _____
D. _____

B. Matching

- | | |
|---|---|
| 1. _____ Trade name | A. Complete directory of drugs |
| 2. _____ Black diamond | B. Brand name |
| 3. _____ Generic name | C. Prescription drug |
| 4. _____ Indications | D. Pictures of drugs |
| 5. _____ Product identification | E. Alphabetical listing of drug companies |
| 6. _____ RX | F. Chemical name |
| 7. _____ Physician's Desk Reference | G. Products used in disease testing |
| 8. _____ Manufactures index | H. More than one dosage is available |
| 9. _____ Diagnostic product information | I. Indicates that a picture is shown |
| 10. _____ Cross | |

C. Arrange the indexes in the order that they appear in the PDR and indicate the color of the pages.

- | | |
|---------------------------------------|-------|
| _____ Product Identification | _____ |
| _____ Product Name Index | _____ |
| _____ Manufactures Index | _____ |
| _____ Product Classification Index | _____ |
| _____ Generic and Chemical Name Index | _____ |

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	001

(Continued)

ACTIVITY SHEET 091-001-002

"The Physician's Desk Reference"

D. Multiple Choice.

1. A PDR is revised every
 - A. two years.
 - B. three years.
 - C. one year.
 - D. five years.
2. Your patient has a rash; you look up the drug and read
 - A. contraindications.
 - B. indications.
 - C. precautions.
 - D. adverse reactions.
3. Your patient brings in an unlabeled bottle of pills; you would identify them by looking in the
 - A. product information section.
 - B. product identification section.
 - C. generic index.
 - D. diagnostic product information.
4. Your physician needs to know what size tablets a medication comes in; you would look in
 - A. product information section.
 - B. production identification section.
 - C. poison control centers.
 - D. product classification index.
5. Your patient has a heart disease and asks you if the drug he is taking for his headache will react with his heart pill. You would find this information in
 - A. drug interactions.
 - B. contraindications.
 - C. indications.
 - D. adverse reactions.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	001

MICRO - PERFORMANCE OBJECTIVE - #2

Demonstrate Use of PDR.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on the use of the PDR.
2. Complete Resource #2 for practice using the PDR.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a performance evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 091-002-002, "Practice Using the PDR," page 8, in this guide.
3. See instructor for a Written Criterion Exam Task #091.
4. Performance Checklist, Task #091, page 9, in this guide.
See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	002

ACTIVITY SHEET 091-002-002

"Practice Using the PDR"

Directions to the student:

Given the necessary information, practice using the PDR.

Tools needed:

Physician's Desk Reference

Activity:

1. You want to know the drugs Abbott Laboratories makes; find the page of the PDR where this information would be found.
2. Find the illustration of the drug Erythrocin (Abbott Laboratories).
3. Find the page number where the information of this drug can be found.
4. Differentiate between generic, chemical, and brand names.
5. Look up the following drugs and give information on each:

Keflex
Sudafed
Acorbic Acid

Acetaminophen
Inderal
Mylanta

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	002

PROGRAM: MEDICAL ASSISTING
TASK: DEMONSTRATE USE OF PDR
TASK # 091

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary information, demonstrate the use of PDR.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE AT LEAST 3 OUT OF 4 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE 3 OUT OF 4 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC	UNACC
	1. Find the pictures of the drug, Valium, in the PDR.		
*	2. Locate the page or pages Valium is described.		
*	3. Locate the page where an antidepressant would be found.		
*	4. Locate the section where Abbott Laboratory drugs are specified.		
		TOTAL POINTS EARNED =	
		POINTS NEEDED FOR MASTERY = 3	
		TOTAL POINTS POSSIBLE = 4	

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 091

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON _____
DEMONSTRATING USE OF PDR _____.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	002

WRITTEN CRITERION EXAM

TASK #091

"Demonstrate use of PDR"

Use a separate sheet of paper for your answers, do not write in this guide.

Name _____

Date _____

Select the BEST answer:

1. Part two of Section I contains
 - A. an alphabetic listing of drug manufacturers.
 - B. an alphabetic listing of drugs by their brand names.
 - C. a listing of drugs grouped under the names of the manufacturer.
 - D. an alphabetic listing of drugs by their generic names.
2. Which section is made up of an alphabetic listing of drug brand names?
 - A. Section I.
 - B. Section II.
 - C. Section III.
 - D. Section IV.
3. Pictorial identification of drugs is found in which section?
 - A. Section II.
 - B. Section III.
 - C. Section IV.
 - D. Section V.
4. Which symbol indicates that more than one form of dosage is available?
 - A. An asterisk.
 - B. A black circle.
 - C. A black diamond.
 - D. A cross.
5. A PDR is revised every
 - A. one year.
 - B. two years.
 - C. three years.
 - D. four years.
6. A brand name is a
 - A. generic name.
 - B. chemical name.
 - C. trade name.
 - D. pictorial name.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	002

(Continued)

WRITTEN CRITERION EXAM

TASK #091

"Demonstrate Use of PDR"

7. An unlabeled bottle of tablets would best be identified in the
- A. product information section.
 - B. product identification section.
 - C. diagnostic product information.
 - D. alphabetical listing.
8. Nausea, drowsiness, dizziness, and headache are _____ of a drug.
- A. contraindications
 - B. indications
 - C. precautions
 - D. adverse reactions
9. To find information whether a drug a patient is taking will react with another drug you will look under
- A. drug interactions.
 - B. contraindications.
 - C. indications.
 - D. adverse reactions.
10. A complete directory of drugs is a
- A. pharmacology textbook.
 - B. Physician's Desk Reference
 - C. drug directory.
 - D. prescription.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	091	091	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task PERFORM MICROSCOPIC URINALYSIS.

Purpose The medical assistant is responsible for identifying some of the more important broad structural patterns of urine. This guide will teach you to master a microscopic analysis of a urine sample.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	094	14 Hours	093

9/81

LEARNING CONTRACT

1 STUDENT DATA

NAME

14

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

GIVEN TOOLS AND MATERIALS, PERFORM A MICROSCOPIC URINALYSIS. TO MASTER THIS TASK YOU MUST SCORE 19 OUT OF 19 (100%) ON A PERFORMANCE CHECKLIST, AND 9 OUT OF 10 (90%) ON A WRITTEN CRITERION EXAM.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe microscopic urinalysis.
2. Perform a microscopic urinalysis.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
MA	8804	094	094

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

DESCRIBE MICROSCOPIC URINALYSIS.

LEARNING STEPS

1. View Resource #1 for information on microscopic examination of a urine sample.
2. Read Resource #2 for information related to microscopic urinalysis.
3. Complete Resource #3 to review microscopic analysis of urine. Hand in to your instructor for evaluation.
4. If satisfactory, proceed to the next MPO.

RESOURCES

1. Audio Visual presentation, #MA-02765-S/T, "Microscopic Urinalysis", in LRC. (Hoffman Occupational Learning Systems) Gould Inc., Module 8.2B Laboratory Techniques.
2. Information Sheet 094-001-002, pages 4-5, "Microscopic Urinalysis", in this guide.
3. Activity Sheet 094-001-003, pages 6 and 7, "Review Microscopic Urinalysis", in this guide. See instructor.
4. MPO #2, in this guide.

DEPT	PROG	TASK	TPO	MPO
MA	07 09 04	094	094	001

Page 3

"MICROSCOPIC URINALYSIS"

In a microscopic urinalysis a study for pus cells, red cells, and bacteria is necessary and must be performed with a fresh urine specimen.

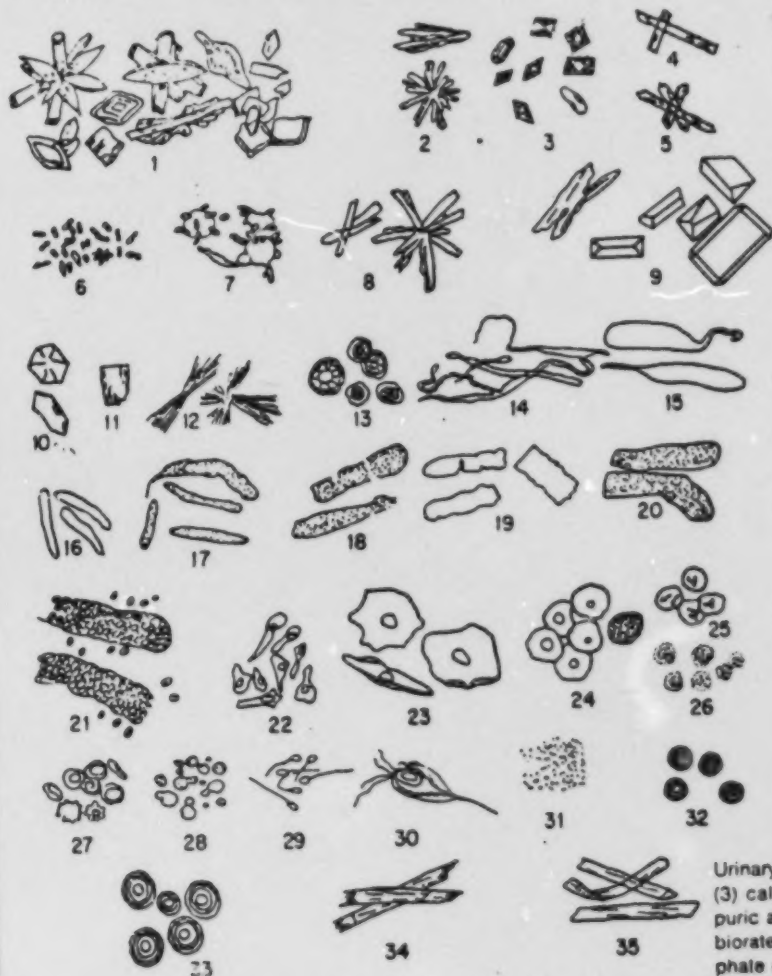
Red blood cells are not normal in urine but may be the result of contamination from menstrual blood or slight injury to the tissue during catheterization. White blood cells, sometimes called "pus cells," on the laboratory forms, are usually present in voided specimens, especially in the female. They are reported by how many are seen per the high-power field on the microscope. Normally 0 to 5 cells may be found. An excess of this number is usually checked to make certain it is not from external contamination of a voided specimen. Epithelial cells are also found in the urine. They are usually of three types: renal cells that are found in excess if there is renal damage; transitional cells, that are from the pelvis of the kidney, ureters, and bladder and are present when pathological conditions exist in these areas; and last, squamous cells that are from the urethra and vagina. They are the most numerous and continually being sloughed off from time to time. They are not considered pathological. Cells are reported by how many there are per low-power field on the microscope. If there are too many to count then they are reported 1+ to 4+.

Urinary casts are highly diagnostic. They are molds of the urinary tubules and are made up of protein-plasma gel and/or cells. They are seen in urines with a pH of 6.0 or less and with a high salt concentration (hypertonic). Casts are named usually for the element contained in them, such as pus casts, blood casts, granular (containing crystals) casts, etc. Hyaline casts are seen in cases of renal disease, heart failure, high fevers, shock, or excessive exercise. Casts are reported by how many are seen per low field under the microscope.

Crystals are often seen in urinary sediment but are of limited diagnostic interest unless associated with the administration of drugs, such as sulfonamides, or with protein breakdown. Crystals are noted if there is a tendency to form renal calculi. Crystals commonly seen are classed by the pH of the urine. The acid urine crystals are amorphous urates, uric acid, and calcium oxalate. Those seen in the alkaline urine are amorphous phosphates, triple phosphates, calcium diphosphates, and ammonium crystals. Crystals are usually reported as occasional, frequent and many.

Other elements such as cotton fibers (lint) are not reported but are from clothing or container contamination. This is considered an artifact. Bacteria seen are of limited value, especially in a voided specimen or one that is not fresh. In a catheterized specimen, bacteria are significant and should be reported and further investigated. Spermatozoa are seen in the urine and are not highly significant but are reported. Parasites, such as Trichomonas vaginalis, may be present and are also reported. These are from vaginal secretions.

DEPT.	PROG	TASK	TPO	MPO
07/09 04	MA	094	094	001



From Textbook: The Medical Assistant, M. Cooper and M. M. Bredow, Fourth Edition.

Urinary sediments: (1) uric acid crystals; (2) sodium urate crystals; (3) calcium oxalate crystals; (4) calcium sulfate crystals; (5) hippuric acid crystals; (6) calcium carbonate crystals; (7) ammonium biphosphate crystals; (8) calcium phosphate crystals; (9) triple phosphate crystals; (10) cystine crystals; (11) cholesterol crystals; (12) tyrosine crystals; (13) leucine crystals; (14) mucous threads; (15) cylindroids; (16) hyalin casts; (17) finely granular casts; (18) coarsely granular casts; (19) waxy casts; (20) pus casts; (21) red-blood-cell (RBC) casts; (22) caudate epithelial cells; (23) squamous epithelial cells; (24) round (renal) cells, one showing fatty degeneration; (25) leukocytes; (26) pus cells; (27) erythrocytes; (28) yeasts; (29) spermatozoa; (30) *Trichomonas vaginalis*; (31) bacteria; (32) oil globules; (33) air bubbles; (34) flax fibers; (35) cotton fibers.

Recommended Resource: Modern Urine Chemistry, A Guide to the Diagnosis of Urinary Diseases and Metabolic Disorders, Ames Company, Division of Miles Laboratories, Inc, Elkhart, Indiana 46514

DEPT.	PROG	TASK	TPO	MPO
07-09 04	MA	094	094	001

ACTIVITY SHEET 094-001-003
"REVIEW MICROSCOPIC URINALYSIS"

Name _____ Date _____

Complete the following:

1. When a urine specimen cannot be examined immediately, it should be kept _____
or a small amount of _____ should be added.
2. Use the low power objective to examine the slide for:
 - ___ a. Sediment.
 - ___ b. Red blood cells.
 - ___ c. Epithelial cells.
 - ___ d. Fingerprints.
 - ___ e. White blood cells.
 - ___ f. Bubbles.
 - ___ g. Casts.
3. TRUE OR FALSE?
_____ It is *not* necessary to use the high power objective.
4. The urinalysis form contains sections for recording results of _____,
_____, and _____ urinalysis tests.
5. An abnormal urine sediment contains:
 - ___ a. White blood cells.
 - ___ b. Epithelial cells.
 - ___ c. Calcium phosphate.
 - ___ d. Blood casts.

DEPT.	PROG	TASK	TPO	MPO
07 09 04	MA	094	094	001

ACTIVITY SHEET 094-001-003

"REVIEW MICROSCOPIC URINALYSIS"

6. Red cells exceeding one or two per high power field should be reported to whom? _____

7. Which of the following is *not* an artifact?

- ___ a. Hyaline casts
- ___ b. Mucous threads
- ___ c. Cloth fibers
- ___ d. Amorphous materials

DEPT.	PROG	TASK	TPO	MPO
0709 04	MA	094	094	001

Page 7

MICRO - PERFORMANCE OBJECTIVE #2

PERFORM A MICROSCOPIC URINALYSIS

LEARNING STEPS

1. Review Resource #1 of MPO #1 for examining urine sediment.
2. Refer to Resource #2 for illustrations on urinary sediment examination.
3. Complete Resource #3 to practice this task.
4. When you feel you can perform this task at mastery level, contact your instructor and complete Resource #4.
5. Complete Resource #5, for written evaluation.
6. Proceed to the next learning guide.

RESOURCES

1. Audio visual presentation (MA-02765 S/T) in LRC.
2. Book: Examination of Urine Sediments, Abbott Laboratories, N. Chicago, IL 60064, in LRC.
3. Activity Sheet 094-002-003, (page 9), "Examine Urine Sediment", in this guide.
4. Performance Checklist; Task 094 (pages 10-12), in this guide. See instructor.
5. Written Criterion Exam: Task 094 in this segment. See instructor.
6. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
07-09 04	MA	094	094	002

ACTIVITY SHEET 094-002-003
"EXAMINE URINE SEDIMENT"

Name _____ Date _____

Tools and Equipment Needed:

Centrifuge
Centrifuge tube
Cover slip
Microscope
Microscope slides
Special Record forms (urinalysis)
Urine Specimens

Procedure:

1. Obtain the necessary equipment and tools from the instructor.
2. Collect a urine specimen.
3. Shake or stir the fluid thoroughly.
4. Pour some of the specimen into a centrifuge tube.
5. Place the tube in the centrifuge; balance it with another tube.
6. Centrifuge the specimen at 2000 rpm for five minutes.
7. Pour off all the fluid except the very small amount remaining in the tip of the centrifuge tube.
8. Tap the side of the test tube to mix the sediment with the few drops of remaining urine.
9. Place one or two drops of the remaining urine sediment on a clean microscopic slide.
10. Do not touch the center of the slide with the fingers.
11. Take a clean cover slip and hold it by the edges.
12. Do not touch any point of the cover slip surface.
13. Touch the free edge of the cover slip to the urine on the slide.
14. Allow the cover slip to drop on to the urine on the slide.
15. Allow the slide to settle for a minute or two.
16. Place the slide on the microscope stage and secure it.
17. Focus the specimen on the slide.
18. Examine at least six different fields.
19. Report the number and type of casts seen.
20. Switch to the high power objective and identify the various structures you have found.
21. Clean up your working area.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	094	094	002

PROGRAM: MEDICAL ASSISTING

TASK: PERFORM MICROSCOPIC URINALYSIS

TASK # 094

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given tools and materials, perform a microscopic urinalysis.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 19 OUT OF 19 POINTS OR 100 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 19 OUT OF 19 POINTS OR 100 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07 09 04	MA	094	094	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		Acc	Unacc										
	* 1. Obtained the necessary equipment and tools from the instructor. * 2. Collected a urine specimen. * 3. Shaked or stired the fluid thoroughly. * 4. Poured some of the specimen into a centrifuge tube. * 5. Placed the tube in the centrifuge; balanced it with another tube. * 6. Centrifuged the specimen at 2000 rpm for five minutes. * 7. Poured off all the fluid except the very small amount remaining in the tip of the centrifuge tube. * 8. Tapped the side of the test tube to mix the sediment with the few drops of remaining urine. * 9. Placed one or two drops of remaining urine sediment on a clean microscopic slide. * 10. Took a clean cover slip and held it by the edges. * 11. Touched the free edge of the cover slip to the urine on the slide. * 12. Allowed the cover slip to drop onto the urine on the slide. * 13. Allowed the slide to settle for a minute or two. * 14. Placed the slide on the microscope stage and secured it. * 15. Focused the specimen on the slide. * 16. Examined at least six different fields. * 17. Reported the number and type of casts seen. * 18. Switched to the high power objective and identified the various structures you have found. * 19. Cleaned up your working area.												
		TOTAL POINTS EARNED =											
		POINTS NEEDED FOR MASTERY = 19											
		TOTAL POINTS POSSIBLE = 19											
		<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>07.09 04</td> <td>094</td> <td>094</td> <td>094</td> <td>002</td> </tr> </tbody> </table>		DEPT.	PROG	TASK	TPO	MPO	07.09 04	094	094	094	002
DEPT.	PROG	TASK	TPO	MPO									
07.09 04	094	094	094	002									

PROGRAM MA

CRITERION EXAM

TASK # 094

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON Performing a
Microscopic Urinalysis.

Each of the questions or incomplete statements below is
followed by several words, phrases, or a series of num-
bers. Choose the one which best answers the question or
completes the statement correctly. Place the letter asso-
ciated with that choice (A, B, C or D) in the numbered
blank space on your ANSWER SHEET. DO NOT WRITE ON THIS
TEST! To master this exam you must answer 9 out of
10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07.090	MA	094	094	002

Name _____ Date _____

A. Select the BEST answer in each of the following:

1. A fresh urine specimen should be examined how long after being collected?

- _____ A. Two hours
- _____ B. Four hours
- _____ C. Six hours
- _____ D. Twelve hours

2. Urinary casts are reported as

- _____ A. the number per high power field.
- _____ B. the number per low power field.
- _____ C. 1+ to 2+.
- _____ D. a particular color.

3. If epithelial cells are too numerous to count, they are reported as

- _____ A. 1+ to 2+.
- _____ B. 1+ to 3+.
- _____ C. 1+ to 4+.
- _____ D. 1+ to 5+.

4. On long standing, the urine becomes

- _____ A. neutral.
- _____ B. acid.
- _____ C. alkaline.
- _____ D. clear.

5. Urine most likely to contain pathological substances is passed

- _____ A. the first thing in the morning.
- _____ B. one hour after breakfast.
- _____ C. early in the afternoon.
- _____ D. at bedtime.

6. When performing a microscopic examination of urinary sediment each type of cellular element is reported as

- _____ A. average number found in 10 fields.
- _____ B. average number found in 5 fields.
- _____ C. number found in one (1) HPF.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	094	094	002

7. Which structure is of greater clinical significance when present in urinary sediment?

- ☐ A. WBC
- ☐ B. Epithelial cell
- ☐ C. RBC
- ☐ D. Cast
- ☐ E. Calcium oxalate crystals

8. Which of the following are among the crystals commonly found in acid urine?

- ☐ A. Amorphous phosphate
- ☐ B. Sufa crystals
- ☐ C. Calcium oxalate crystals
- ☐ D. RBC's

9. Casts are reported in terms of numbers per low power field; red and white blood cells are reported in terms of

- ☐ A. high power field (HPF)
- ☐ B. lpf
- ☐ C. 1+, 2+, 3+, or 4+
- ☐ D. number per cu.mm.

10. Mucus threads and cloth fibers are examples of

- ☐ A. casts.
- ☐ B. blood cells.
- ☐ C. artifacts.

DEPT.	PROG	TASK	TPO	MPO
07.00 04	MA	094	094	002

MEDICAL ASSISTING KEY

"PERFORM MICROSCOPIC URINALYSIS"

ACTIVITY SHEET 094-001-003

1. Cold, Formalin
2. C, G
3. False
4. physical, chemical, microscopic
5. D
6. physician
7. A

CRITERION EXAM TASK 094

KEY

1. A
2. B
3. C
4. C
5. A
6. A
7. A
8. A
9. A
10. C



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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Produced By
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A LEARNING GUIDE

Task IDENTIFY HYPODERMIC SYRINGES AND NEEDLES

Purpose One of the most important responsibilities that a physician may delegate to a well trained and reliable assistant is the administration of certain medications to the patients. The medical assistant who is asked to administer medications must first be familiar with the different types of hypodermic syringes and needles. This learning guide will assist you to describe and identify the reusable (glass) and disposable types of hypodermic syringes and needles.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	096	2 Hours	

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

2

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given the various types and sizes of reusable and disposable hypodermic syringes and needles identify hypodermic syringes and needles. To master this task you must score 13 out of 14 (90%) on a performance checklist and 9 out of 10 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe hypodermic syringes and needles.
2. Identify hypodermic syringes and needles.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	096	096

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe hypodermic syringes and needles.

LEARNING STEPS

1. View Resource #1 for information and hypodermic syringes and needles.
2. Complete Resource #2 for review on hypodermic syringes and needles.
3. Proceed to Resource #3.

RESOURCES

1. Audiovisual presentation
#MA-02906-S/T in LRC
(Hoffman Occupational Learning Systems, Module No. 7.1.A
INTRODUCTION TO THE HYPODERMIC SYRINGE)
2. Activity sheet 096-001-002,
"Hypodermic Syringes and Needles",
pg. 4-5, in this guide.
See instructor for evaluation
3. MPO #2, pg. 6, in this guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	096	096	001

ACTIVITY SHEET 096-001-002

"Hypodermic Syringes and Needles"

Use a separate sheet of paper for your answers, do not write in this guide.

Name _____ Date _____

Complete the following:

1. The two advantages of using disposable syringes and needles are:
 - A. _____
 - B. _____
2. The reusable syringe is comprised of three basic parts. They are:
 - A. _____
 - B. _____
3. There is a wide range of syringe sizes. They range from _____ cc(s) to _____ cc(s).
4. Syringes can be used for injections and for _____
5. The barrel of the syringe is marked off with a graduated scale in both _____ and _____.
6. Special syringes are made for insulin injections. They are calibrated with scales to match the types of insulin used. List three types of insulin and the syringes used with each.
 - A. _____
 - B. _____
 - C. _____
7. All insulin unit scales equal _____ cc(s).
8. Why is one side of the barrel of the metal syringe open face?

9. Why is the top of the barrel of the metal syringe hinged?

DEPT.	PROG	TASK	TPO	MPO
070904	MA	096	096	001

(Continued)

ACTIVITY SHEET 096-001-002

"Hypodermic Syringes and Needles"

10. Needles for the hypodermic syringes fall into two categories. They are:

- A. _____
B. _____

11. There are three basic parts to the needle. They are:

- A. _____
B. _____
C. _____

12. The inside of a needle is open like a tube. This opening is known as the

13. Match the items in the right-hand column to the definition in the left-hand column.

- | | |
|---|------------------------|
| _____ A. Intradermal injections | 1. 3/8" needle |
| _____ B. Spinal tap | 2. 1" to 1 1/2" needle |
| _____ C. Injection into the
gluteal muscle | 3. 1 1/2" to 3" needle |
| _____ D. Injection into the
deltoid muscle | 4. 4" needle |

14. A. The diameters of the lumens are described in terms of gauge. Gauge sizes range from the smallest which is a number _____ to the largest which is a number _____.

B. The _____ the number, the _____ the lumen.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	096	096	001

MICRO - PERFORMANCE OBJECTIVE #2

Identify hypodermic syringes and needles.

LEARNING STEPS

1. Observe Resource #1 for demonstration on identifying disposable and reusable hypodermic syringes and needles, including the basic parts.
2. Complete Resource #2 for practice on identifying hypodermic syringes and needles.
3. Complete Resource #4 for written criterion exam.
4. Complete Resource #5 for performance evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor
2. Activity sheet 096-002-002, "Practice Identifying Hypodermic Syringes and Needles," pg. 7, in this guide.
3. Written Criterion Exam Task #096
See instructor.
4. Performance Checklist Task #096
pg. 8-9, in this guide.
See instructor
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	096	096	002

ACTIVITY SHEET 096-002-002

"Practice Identifying Hypodermic Syringes and Needles"

Directions to the student:

Given the necessary tools and equipment, practice identifying hypodermic syringes and needles, including the basic parts.

Tools and equipment needed:

Reusable and disposable hypodermic syringes
Needles (reusable and disposable)

Identify basic parts of syringe and needle:

- | | |
|--------------------------------|---------------|
| 1) Cutting edge (beveled edge) | 7) Lumen |
| 2) Needle | 8) Hinge |
| *3) Plunger | 9) Shaft |
| *4) Barrel | 10) Hilt |
| 5) Tip (Adapter) | 11) Gauge |
| 6) Graduated scale | a) 26 G. |
| a) Cubic centimeter | b) 20 G. |
| b) Minim | c) 21 G. |
| | d) 18 G. etc. |

Identify reusable vs. disposable syringe and needle:

- | | |
|--------------------|-----------------------------|
| 1 cc syringe | Metal syringe |
| 3 cc syringe | Cartridge |
| 5 cc syringe | 3/8" intradermal needle |
| Insulin syringe | 4" spinal tap needle |
| Tuberculin syringe | 1 1/2" intramuscular needle |

DEPT.	PROG	TASK	TPO	MPO
070904	MA	096	096	002

PROGRAM: MEDICAL ASSISTING

TASK: IDENTIFY HYPODERMIC SYRINGES AND NEEDLES

TASK # 096

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ **EVALUATION SITE** _____

EVALUATOR'S NAME _____ **PERFORMANCE ATTEMPT** 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, identify hypodermic syringe and needles.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 12 OUT OF 14 POINTS OR 85 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 12 OUT OF 14 POINTS OR 85 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	096	096	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC.
	1. Assemble tools and equipment.		
*	2. Identify parts of a syringe.		
*	3. Identify parts of a needle.		
*	4. Identify a small gauge needle.		
*	5. Identify a larger gauge needle.		
*	6. Identify a glass syringe.		
*	7. Identify a disposable needle.		
*	8. Identify a 1 cc syringe		
*	9. Identify an insulin syringe.		
*	10. Identify a unit syringe.		
*	11. Identify a minim syringe.		
*	12. Identify an intramuscular needle.		
*	13. Identify a tuberculin syringe.		
	14. Store tools and equipment in proper places.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 13			
TOTAL POINTS POSSIBLE = 14			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	096	096	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 096

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON IDENTIFYING
HYPODERMIC SYRINGES AND NEEDLES.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	096	096	002

WRITTEN CRITERION EXAM

TASK #096

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

Select the BEST answer.

1. The one advantage of using disposable syringes and needles is it
 - a. eliminates the possibility of cross infections
 - b. allows for easy reading of the calibrations
 - c. disposes of contaminated articles easier
 - d. saves space in cleaning, sterilizing and assembly!
2. The reusable syringe is comprised of
 - a. plunger, barrel and tip
 - b. hilt, shaft and tip
 - c. plunger, shaft, and tip
 - d. hilt, barrel, and tip
3. The barrel of the syringe is marked off with a graduated scale in both milliliters and
 - a. kilometers
 - b. cubic centimeters
 - c. millimeters
4. A 40 unit type of insulin should be used with a _____ scale syringe.
 - a. 40 unit
 - b. 80 unit
 - c. 100 unit
5. All insulin unit scales equal
 - a. 1
 - b. 1 1/2
 - c. 2
 - d. 2 1/2
6. The opening of a needle is known as the
 - a. hilt
 - b. tip
 - c. shaft
 - d. lumen
7. A size _____ gauge lumen is the smallest.
 - a. 16
 - b. 21
 - c. 25
 - d. 27
8. Intradermal injections are given with _____ needle.
 - a. 3/8"
 - b. 1"
 - c. 1 1/2"
 - d. 3"
9. Injection into the gluteal muscle is given with a _____ needle.
 - a. 3/8"
 - b. 1"
 - c. 1 1/2"
 - d. 4"
10. Injection into the deltoid muscle is given with a _____ needle.
 - a. 3/8"
 - b. 1"
 - c. 2"
 - d. 3"

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	096	096	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task FILL A HYPODERMIC SYRINGE

Purpose

The medical assistant may be asked to assist with hypodermic injections. She/he needs to follow proper procedures and observe all cautions. This learning guide will assist you to fill the hypodermic syringe from a vial, a disposable medication cartridge and an ampule.

Program	Task	Est. Time	Prereq.
07.0904	097	5 Hours	096

4/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

5

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, fill the hypodermic syringe.
To master this task you must score 4 out of 5 (90%) on a written criterion exam and 36 out of 37 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Explain cautions and precautions.
2. Fill the hypodermic syringe.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	097	097

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Explain cautions and precautions.

LEARNING STEPS

1. Read Resource #1 for information on the administration of medications.
2. Complete Resource #2 for a study guide.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant, Administrative and Clinical, 5th edition, by Frederick & Kinn, pages 421-424, in LRC.
2. Activity Sheet 097-001-002, "Points to Remember," page 4, in this guide. See instructor for evaluation.
3. MPO #2, page 5, in this guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	097	097	001

ACTIVITY SHEET 097-001-002

"Points to Remember"

Use a separate sheet of paper for your answers, do not write in this guide.

Name _____ Date _____

A. Mark the following statements as true or false.

- _____ 1. No assistant should ever give medications except on the instructions of the doctor or on the basis of his acknowledgement.
- _____ 2. It is not necessary to always check the patient's chart, making certain it is the correct patient.
- _____ 3. Labels should always be legible.
- _____ 4. Since it is not always possible for the patient to speak with the physician, an alert medical assistant may question the patient for more complete information.
- _____ 5. Know the actions and uses of the drug.
- _____ 6. The medical assistant should not know the side effects and precautions of commonly prescribed drugs.
- _____ 7. The name of the drug is helpful in discussing a patient's medications.
- _____ 8. Factors such as age, weight, sex, and previous habits and tolerances influence dosage.
- _____ 9. A child or a very aged person may require a large dose; the average female a smaller dose than a male.
- _____ 10. Be alert to previous reactions to drugs. (allergies).

B. List at least 5 points to remember in the administration of medications.

1. _____
2. _____
3. _____
4. _____
5. _____

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	001

MICRO - PERFORMANCE OBJECTIVE - #2

Fill the hypodermic syringe.

LEARNING STEPS

1. View Resource #1 for information on filling the hypodermic syringe.
2. Read Resource #2 for information on filling a syringe.
3. Complete Resource #3 for a study guide.
4. Complete Resource #4 for practice on filling a hypodermic syringe.
5. Complete Resource #5 for a written evaluation.
6. Complete Resource #6 for a final performance.
7. Proceed to Resource #7.

RESOURCES

1. Audiovisual presentation, AV# MA-02929-S/T, "Filling the Hypodermic Syringe: Cautions and Precautions," in LRC. (Hoffman Occupational Learning Systems, Module 7.1C) in LRC.
2. Textbook: The Medical Office Assistant, by Frederick & Kinn, pages 436-440, in LRC.
3. Activity Sheet 097-002-003, "Fill the Hypodermic Syringe," pages 6-7, in this guide.
See instructor for evaluation.
4. Activity Sheet 097-002-004, "Practice Filling Hypodermic Syringe," pages 8-9, in this guide.
5. Written Criterion Exam Task #097.
See instructor.
6. Performance Checklist Task #097, page 11-12, in this guide.
See instructor.
7. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	097	097	002

ACTIVITY SHEET 097-002-003

"Fill the Hypodermic Syringe"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

Complete the following:

1. Name four reasons for giving injections.

- A. _____
- B. _____
- C. _____
- D. _____

2. Before you prepare for an injection you must _____ your hands.

3. List six things to remember before filling a sterile syringe.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

4. If using a reusable glass syringe, it is necessary to assemble the

- A. _____
- B. _____
- C. _____

5. If using a disposable syringe, it is necessary only to _____ and assemble the needle on the syringe if needed.

6. To fill the syringe with the amount of the medication ordered by the doctor, pull back the _____ of the syringe to the exact _____.

7. The plunger of the syringe must not be touched or the medication could become _____.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

(Continued)

ACTIVITY SHEET 097-002-003

"Fill the Hypodermic Syringe"

8. After filling the syringe, check the label of the vial with the _____
_____.
9. Explain briefly what procedures to follow if the syringe has air bubbles in it.

10. Vials vary greatly in size, from _____ to 2cc to _____
or more doses.
11. Always read the label _____ times.
12. An _____ is a single dose container whereas a _____ is a
multiple dose container.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

ACTIVITY SHEET 097-002-004

"Practice Filling Hypodermic Syringe"

Directions to the student:

Assemble the necessary tools and equipment and practice the task following each procedural step in sequence.

Necessary tools and equipment:

Metal syringe
Hypodermic syringe, reusable and disposable
Multiple dose vial
Disposable medication cartridge
Ampule

Procedure:

1. Check that you have the correct patient and order from the doctor.
2. Check and recheck the medication and dosage before preparing to inject the patient.
3. Check and recheck that you know the injection location for the medication ordered by the doctor.
4. State the proper method of injection for the medication ordered by the doctor.
5. Check with the doctor for any abnormal conditions before giving the injection.
6. Check the patient's chart for any previous allergies to the medication.
7. Wash your hands.
8. Obtain an injection tray setup and the medication ordered by the doctor.
9. Read the label on the vial and wipe the top of the vial with an alcohol sponge.
10. If using a reusable glass syringe, assemble the plunger, barrel and needle.
11. If using a disposable syringe just unwrap and assemble the needle on the syringe.
12. Pull the plunger back to measure the exact amount of medication to administer.
13. Hold the plunger in one hand as you take the vial, read the label, then turn it upside down.
14. Rest the syringe comfortably on the base of your hand and press the rubber stopper into the needle hard enough to puncture it.
15. Inject air into the vial by pushing the plunger all the way in.
16. Draw the plunger back again to the amount of medication that is to make up the patient's dosage and then remove the needle from the vial.
17. Before putting the vial back onto the table, read the label again and check it against the doctor's orders.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

(Continued)

ACTIVITY SHEET 097-002-004

"Practice Filling Hypodermic Syringe"

18. After you have filled the syringe check for air bubbles.
19. Tap the side of the barrel until all air bubbles reach the top or tip of the syringe.
20. Slowly push in on the plunger until all the air bubbles are forced out of the needle.
21. Obtain a disposable medication cartridge and a metal syringe.
22. Hold the barrel in one hand and pull back on the plunger with the other.
23. Swing the handle section of the plunger downward.
24. Insert the medication cartridge into the barrel. Be sure to put it in with the sheathed needle end-first.
25. Turn the cartridge clockwise to secure the needle to the front end of the syringe.
26. Close the syringe barrel by returning the plunger to its former position.
27. Press lightly on the plunger until you can feel it touch the threaded shaft of the piston then turn it clockwise a few rotations until both ends of the cartridge are lightly but securely engaged.
28. Unload the syringe and dispose of the cartridge and needle.
29. Obtain the correct ampule and syringe.
30. Use a knife on file to make a scratch on the thin neck of the glass of the ampule.
31. Clean the outside with an alcohol sponge.
32. Insulate the fingers of the "holding hand" with a small wad of cotton and break the ampule at the neck line.
33. Hold the ampule between the first and second fingers of one hand, keeping it as horizontal as possible without spilling the medication.
34. Hold the syringe in the other hand as you insert the needle into the ampule.
35. Hold the syringe between the index and the middle fingers. (The thumb and third finger of the other hand can grasp the syringe, and the medication can be withdrawn.)
36. Hold the syringe in a perpendicular position. Any air in the syringe will rise to the tip and can be expelled by depressing the plunger slightly.
37. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

PROGRAM: MEDICAL ASSISTING
TASK: FILL HYPODERMIC SYRINGE
TASK # 097

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Givin the necessary tools and equipment, fill the hypodermic syringe.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 36 OUT OF 37 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 36 OUT OF 37 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC	UNACC
*	1. Check that you have the correct patient and order from the doctor.		
*	2. Check and recheck the medication and dosage before preparing to inject the patient.		
*	3. Check and recheck that you know the injection location for the medication ordered by the doctor.		
*	4. State the proper method of injection for the medication ordered by the doctor.		
*	5. Check with the doctor for any abnormal conditions before giving the injection.		
*	6. Check the patient's chart for any previous allergies to the medication.		
*	7. Wash your hands.		
*	8. Obtain an injection tray setup and the medication ordered by the doctor.		
*	9. Read the label on the vial and wipe the top of the vial with an alcohol sponge.		
*	10. If using a reusable glass syringe, assemble the plunger, barrel and needle.		
*	11. If using a disposable syringe just unwrap and assemble the needle on the syringe.		
*	12. Pull the plunger back to measure the exact amount of medication to administer.		
*	13. Hold the plunger in one hand as you take the vial, read the label, then turn it upside down.		
*	14. Rest the syringe comfortably on the base of your hand and press the rubber stopper into the needle hard enough to puncture it.		
*	15. Inject air into the vial by pushing the plunger all the way in.		
*	16. Draw the plunger back again to the amount of medication that is to make up the patient's dosage and then remove the needle from the vial.		
*	17. Before putting the vial back onto the table, read the label again and check it against the doctor's orders.		
*	18. After you have filled the syringe check for air bubbles.		

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

CRITICAL ITEMS	(Continued) ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC	UNACC
*	19. Tap the side of the barrel until all air bubbles reach the top or tip of the syringe.		
*	20. Slowly push in on the plunger until all the air bubbles are forced out of the needle.		
*	21. Obtain a disposable medication cartridge and a metal syringe.		
*	22. Hold the barrel in one hand and pull back on the plunger with the other.		
*	23. Swing the handle section of the plunger downward.		
*	24. Insert the medication cartridge into the barrel. Be sure to put in with the sheathed needle end-first.		
*	25. Turn the cartridge clockwise to secure the needle to the front end of the syringe.		
*	26. Close the syringe barrel by returning the plunger to its former position.		
*	27. Press lightly on the plunger until you can feel it touch the threaded shaft of the piston then turn it clockwise a few rotations until both ends of the cartridge are lightly but securely engaged.		
*	28. Unload the syringe and dispose of the cartridge and needle.		
*	29. Obtain the correct ampule and syringe.		
*	30. Use a knife or file to make a scratch on the thin neck of the glass of the ampule.		
*	31. Clean the outside with an alcohol sponge.		
*	32. Insulate the fingers of the "holding hand" with a small wad of cotton and break the ampule at the neck line.		
*	33. Hold the ampule between the first and second fingers of one hand, keeping it as horizontal as possible without spilling the medication.		
*	34. Hold the syringe in the other hand as you insert the needle into the ampule.		
*	35. Hold the syringe between the index and the middle fingers. (The thumb and third finger of the other hand can grasp the syringe, and the medication can be withdrawn.)		
*	36. Hold the syringe in a perpendicular position. Any air in the syringe will rise to the tip and can be expelled by depressing the plunger slightly.		
	37. Clean working area.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 36 TOTAL POINTS POSSIBLE = 37			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 097

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON FILLING A HYPODERMIC
SYRINGE.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 4 out of 5 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002

WRITTEN CRITERION EXAM TASK #097

"Fill Hypodermic Syringe"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Select the BEST answer.

1. A _____ is usually a multiple dose container that has a rubber stopper to facilitate multiple entries.
 - A. ampule
 - B. vial
 - C. syringe
 - D. medication
2. To read the label three times you read
 - A. carefully when removing it from the storage place.
 - B. again when you are preparing the medication.
 - C. again when you return the medication to the storage place
 - D. carefully when repeating the patient's name.
 - D. A,B,C.
 - F. A,B,D.
3. A single dose container is a
 - A. vial.
 - B. ampule.
 - C. medication.
 - D. syringe.
4. When preparing the medication pull the plunger of the syringe back to draw into the syringe enough air _____ the amount of medication that will be withdrawn from the vial.
 - A. 1 to 2cc
 - B. more than
 - C. equal to
 - D. less than
5. The ampule may be opened by giving the top a sharp tap so the top will break _____ you.
 - A. away from
 - B. toward
 - C. to the side of

DEPT.	PROG	TASK	TPO	MPO
070904	MA	097	097	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

Rosemarie Meyer, RN, CMA
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Grayslake, IL 60030

A LEARNING GUIDE

Task DEMONSTRATE HYPODERMIC INJECTIONS

Purpose Medications administered by hypodermic injection are given when the rate of absorption is moderate. Hypodermic injections include intradermal and subcutaneous injections. This learning guide will assist you to master hypodermic injections.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	098	10 Hours	

4/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

10

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, demonstrate hypodermic injections. To master this task, you must score 11 out of 12 (90%) on a written criterion exam and 19 out of 20 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe hypodermic injections.
2. Demonstrate hypodermic injections.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	098	098

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe hypodermic injections.

LEARNING STEPS

1. View Resource #1 on techniques of hypodermic injections.
2. Read Resource #2 for information on hypodermic injections.
3. Complete Resource #3 for a review on hypodermic injections.
4. Proceed to Resource #4.

RESOURCES

1. Audiovisual presentation, AV # MA-02930-S/T, "Technique of Hypodermic Injections (Intradermal and Subcutaneous)" (Module 7.1.D, Hoffman Occupational Learning Systems) in LRC.
2. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick and Kinn, 5th edition, pages 433-435, in LRC.
3. Activity Sheet 098-001-003, "Review Hypodermic Injections," page 4, in this guide. See instructor for evaluation.
4. MPO #2, page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	001

Page 3

ACTIVITY SHEET 098-001-003

"Review Hypodermic Injections"

Use a separate sheet of paper for your answers, do not write on this guide.

Complete the following:

1. True or false?
 _____ The intradermal injection is used for diagnostic testing.
2. Intradermal needles are usually _____ inches long.
3. Name two skin areas where intradermal injections are commonly given.
 A. _____
 B. _____
4. To remove skin oils and produce the dry surface necessary for the test injection, _____ is used.
5. When giving an intradermal injection, insert the needle at an almost parallel angle between the layers of _____ and just under the _____.
6. True or false?
 _____ It is not necessary to aspirate when you are giving intradermal injections.
7. If a wheal does NOT occur with an intradermal injection, what does it probably signify.
8. When giving a subcutaneous injection, why must you aspirate about 1/8 of an inch? _____
9. If a vessel or artery has not been pierced, a (an) _____ will appear at the tip of the syringe.
10. When aspirating, what must you do if blood appears in the medication while giving a subcutaneous injection? _____
11. Why must you dispose of the needle, syringe and medicine if blood appears in the medication while giving the injection? _____
12. After the injection, remove the needle quickly and in the direction in which it was _____.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	001

(Continued)

ACTIVITY SHEET 098-001-003

"Review Hypodermic Injections"

13. Match the words in the right-hand column to the definitions in the left-hand column:

- | | |
|---|--|
| _____ A. Cells absorbing foreign substance rather than digestive tract. | 1. Alcohol or Zephiran |
| _____ B. Medical treatment where two foreign substances are introduced into the human body. | 2. Area for an intradermal injection |
| _____ C. Used for intradermal injections. | 3. Hypodermic injection |
| _____ D. Inner part of forearm or skin of the upper back. | 4. Needle 5/8" to 1" long |
| _____ E. Used to remove skin oil. | 5. Needle 1 1/2" to 3" long |
| _____ F. A small raised area. | 6. 3/8" needle |
| _____ G. Used for insulin injections on a small child. | 7. Tuberculin syringe with a 3/8" needle |
| _____ H. Used for subcutaneous injections. | 8. Wheal |
| | 9. 3/8" needle |

14. In order to prevent the possibility of an anaphylactic shock, it would be advisable to _____.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	001

MICRO - PERFORMANCE OBJECTIVE - #2

Demonstrate hypodermic injections.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on hypodermic injections.
2. Complete Resource #2 for practice on techniques for hypodermic injections on a model form.
3. Complete Resource #3 for mastery of this task.
4. Complete Resource #4 for a written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 098-002-002, "Practice Techniques of Hypodermic Injections," page 7, in this guide.
3. Performance Checklist, Task #098, page 8, in this guide.
See instructor.
4. See instructor for a Written Criterion Exam, Task #098.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	002

ACTIVITY SHEET 098-002-002
"Practice Techniques of Hypodermic Injections"

Directions to the student:

Given the necessary tools and equipment, practice hypodermic injections on a model.

Tools and equipment needed:

Model form

Disposable or reusable syringe (needle, 5/8 to 1 inch long)

Tuberculin syringe, 3/8"

Fine needles, 25 or 26 gauge, platinum

Alcohol

Sponges

Procedure:

1. Prepare the syringe and needle to be used for an intradermal injection.
2. Locate the injection site.
3. Prepare the skin of the patient at the injection site, with alcohol sponge.
4. Fill the syringe.
5. Grasp the injection site and insert the needle at the correct angle.
6. Inject the medication.
7. Remove the needle and apply slight pressure to injection site.
8. Dispose of the needle and syringe.
9. Make entries on the patient's chart.
10. Prepare the syringe and needle to be used in a subcutaneous injection.
(A practice object will be provided by the instructor.)
11. Prepare the injection site.
12. Grasp the "skin" at the injection site.
13. Insert the needle through the skin at the proper angle.
14. Aspirate.
15. If blood doesn't appear in the medication, inject the medication.
16. Complete the injection process.
17. Remove the needle and lightly massage the area (unless instructed not to do so).
18. Dispose of the syringe.
19. Record on the patient's chart.
20. Clear up working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	002

PROGRAM: MEDICAL ASSISTING
TASK: DEMONSTRATE HYPODERMIC INJECTIONS
TASK # 098

PERFORMANCE/~~REVIEW~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, demonstrate hypodermic injections.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 19 OUT OF 20 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 19 OUT OF 20 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
*	1. Prepare the proper syringe and needle to be used for an <u>intradermal injection</u> .												
*	2. Locate the injection site.												
*	3. Prepare the skin of the patient at the injection site with alcohol sponge.												
*	4. Fill the syringe.												
*	5. Grasp the injection site and insert the needle at the correct angle.												
*	6. Inject the medication.												
*	7. Remove the needle and apply slight pressure to injection site.												
*	8. Dispose of the needle and syringe.												
*	9. Make entries on the patient's chart.												
*	10. Prepare the proper syringe and needle to be used in a <u>sub-cutaneous injection</u> . (A practice object will be provided by the instructor.)												
*	11. Prepare the injection site.												
*	12. Grasp the "skin" at the injection site.												
*	13. Insert the needle through the skin at the correct angle.												
*	14. Aspirate												
*	15. If blood doesn't appear in the medication, inject the medication.												
*	16. Complete the injection process.												
*	17. Remove the needle and lightly massage the area (unless instructed not to do so).												
*	18. Dispose of the syringe.												
*	19. Record on the patient's chart.												
*	20. Clean up working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 19													
TOTAL POINTS POSSIBLE = 20													
<table border="1" style="width: 100%;"> <tr> <td>DEPT.</td> <td>PROG</td> <td>TASK</td> <td>TPO</td> <td>MPO</td> </tr> <tr> <td>70904</td> <td>MA</td> <td>098</td> <td>098</td> <td>002</td> </tr> </table>				DEPT.	PROG	TASK	TPO	MPO	70904	MA	098	098	002
DEPT.	PROG	TASK	TPO	MPO									
70904	MA	098	098	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 098

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON DEMONSTRATING
HYPODERMIC INJECTIONS.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 11 out of 12 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
70904	MA	098	098	002

WRITTEN CRITERION EXAM

TASK #098

"Demonstrate Hypodermic Injections"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____

Date _____

A. Select the BEST answer.

1. The type of injection made almost at a parallel angle between the layers of skin is
 - A. intramuscular.
 - B. intravenous.
 - C. intradermal.
 - D. subcutaneous.
2. In the subcutaneous injection, the needle is inserted at an angle of
 - A. forty-five degrees.
 - B. sixty degrees.
 - C. Seventy-five degrees.
 - D. ninety degrees.
3. For subcutaneous injection, the average length and gauge of the needle would be
 - A. one-half inch length; 20 gauge.
 - B. five-eighths inch length; 25 gauge.
 - C. one inch length; 20 gauge.
 - D. one and one-half inch length; 25 gauge.
4. The medical assistant should practice all of the following precautions regarding injections except
 - A. administer medications only on a physician's orders.
 - B. cleanse the skin thoroughly.
 - C. inject rapidly.
 - D. record immediately the medication given with strength and site.
5. Which one of the following needles has the thinnest lumen.
 - A. #19 gauge.
 - B. #21 gauge.
 - C. #23 gauge.
 - D. #26 gauge.
6. Intradermal injections are usually given
 - A. when a small amount of medication is requested.
 - B. when the medication would irritate muscle tissue.
 - C. for allergy testing.
 - D. for skin problems.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	002

(Continued)
WRITTEN CRITERION EXAM

TASK #098

"Demonstrate Hypodermic Injections"

7. Thickness of the needle is expressed by
 - A. units.
 - B. gauge numbers.
 - C. cubic centimeters.
 - D. percent.
8. Prior to giving an injection, the skin is cleansed with
 - A. soap and water.
 - B. 70 percent alcohol.
 - C. tincture of iodine.
 - D. phenol.
9. Injections for the Schick test, Dick test, and Mantoux test are given
 - A. intramuscularly.
 - B. intradermally.
 - C. intravenously.
 - D. subcutaneously.
10. The Mantoux test for tuberculosis is administered
 - A. intradermally.
 - B. subcutaneously.
 - C. intramuscularly.
 - D. intravenously.
11. In order to prevent the possibility of an anaphylactic shock, it would be advisable to
 - A. keep checking the vital signs.
 - B. stay with the patient.
 - C. give half the usual dose.
 - D. do sensitivity testing in advance.
12. A small raised area is a
 - A. pustule.
 - B. macule.
 - C. wheal.
 - D. cyst.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	098	098	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task

DEMONSTRATE INTRAMUSCULAR INJECTION

Purpose

Intramuscular injections are administered into the muscle and given when a quick but prolonged action is wanted. The muscle of the buttocks, mid-deltoid, hip and thigh are intramuscular injection sites. This learning guide will assist you in mastering intramuscular injections.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	099	10 Hours	

4/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

10

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, demonstrate intramuscular injections. To master this task you must score 11 out of 12 (90%) on a written criterion exam and 17 out of 19 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe intramuscular injection.
2. Demonstrate intramuscular injection.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	099	099

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe intramuscular injection.

LEARNING STEPS

1. View Resource #1 for a presentation on technique for intramuscular injection.
2. Read Resource #2 for information on intramuscular injections.
3. Complete Resource #3 for a review on intramuscular injections.
4. Proceed to Resource #4.

RESOURCES

1. Audiovisual presentation, AV# MA-02931-S/T, in LRC.
2. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick and Kinn, 5th edition, pages 430-433, in LRC.
3. Activity Sheet 099-001-003, "Review Intramuscular Injection," page 4, in this guide.
See instructor for evaluation.
4. MPO #2, page 5, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	001

ACTIVITY SHEET 099-001-003

"Review of Intramuscular Injections"

Use a separate sheet of paper for your answers, do not write on this guide.

Complete the following:

1. When is an intramuscular injection given? _____
_____.
2. When giving an injection in the gluteal muscle, use a needle in the range of
 - A. 1/2" to 1" long.
 - B. 1" to 2" long.
 - C. 1 1/2" to 2" long.
 - D. 1 1/2" to 3" long.
3. When giving an injection in the deltoid muscle, use a needle
 - A. 1/2" to 1" long.
 - B. 1" to 1 1/2" long.
 - C. 1 1/2" to 2" long.
 - D. 1 1/2" to 3" long.
4. Why is it necessary to use your index finger and thumb to spread the skin for an intramuscular injection?

5. When giving an intramuscular injection, hold the syringe as though it were a (an) _____.
6. If you are holding the needle correctly when giving an intramuscular injection, it will enter the skin at an angle of _____.
7. If the dosage given is large or medication is thick in consistency, why is it necessary to depress the plunger very slowly?

8. Why is it necessary to keep pressure on the injection site as you withdraw the needle?
9. Why is the "Z" track type of injection used?

DEPT.	PROG	TASK	TPO	MPO
70904	MA	099	099	001

MICRO - PERFORMANCE OBJECTIVE - #2

Demonstrate intramuscular injection.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on injection technique.
2. Complete Resource #2 for practice on technique for intramuscular injection.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a mastery of this task.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 099-002-002, "Practice Technique for Intramuscular Injection," page 6, in this guide.
See instructor for evaluation.
3. See instructor for a Written Criterion Exam, Task #099.
4. Performance Checklist, Task #099, page 7, in this guide.
See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	002

ACTIVITY SHEET 099-002-002
"Practice Technique for Intramuscular Injection"

Directions to the student:

Given the necessary tools and equipment, practice the technique for intramuscular injection on a model form.

Tools and equipment needed:

Model	Syringes
Hypodermic needles, size range	Alcohol
1½" to 3" long	Sponges
1" to 1½" long	Bandages

Procedure:

1. Select the size needle to use in giving an injection in the gluteal muscle.
2. Obtain a practice object from the instructor.
3. Find the gluteal muscle. (Demonstrate two methods.)
4. Cleanse the injection site with an alcohol sponge.
5. Fill the syringe with the medication ordered by the doctor.
6. Use your thumb and index finger to spread the skin to form surface tension.
7. Puncture the skin at the 90° angle.
8. Aspirate.
9. Inject the medication.
10. Keep pressure on the injection site with an alcohol sponge while the needle is withdrawn.
11. Cleanse and massage the area for one or two minutes.
12. Control the oozing and apply a bandage.
13. Clean or dispose of the syringe and the needle according to office procedures.
14. Record the information on the patient's chart.
15. Fill another syringe with the ordered medication.
16. Deflect the skin to one side (i.e., use the "Z" method).
17. Hold the skin and insert the needle at the 90° angle.
18. Aspirate.
19. Empty the syringe.
20. Withdraw the needle.
21. Cleanse the injection site, clean or dispose of the needle and syringe, and record the information on the patient's chart.
22. Clean working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	002

PROGRAM: MEDICAL ASSISTING
TASK: DEMONSTRATE INTRAMUSCULAR INJECTION
TASK # 099

PERFORMANCE/PROJECT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 17 OUT OF 19 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 17 OUT OF 19 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC
*	1. Select the size needle to use in giving an injection in the gluteal muscle.		
	2. Obtain a practice object from the instructor.		
*	3. Find the gluteal muscle.		
*	4. Cleanse the injection site with an alcohol sponge.		
*	5. Fill the syringe with the medication ordered by the doctor.		
*	6. Use your thumb and index finger to spread the skin to form surface tension.		
*	7. Puncture the skin at 90 angle.		
*	8. Aspirate.		
*	9. Inject the medication.		
*	10. Keep pressure on the injection site with an alcohol sponge while the needle is withdrawn.		
*	11. Cleanse and massage the area for one to two minutes.		
*	12. Control the oozing and apply a bandage.		
*	13. Clean or dispose of the syringe and the needle according to office procedures.		
*	14. Record the information on the patient's chart.		
*	15. Fill another syringe with the ordered medication.		
*	16. Deflect the skin to one side (i.e., use the "Z" method).		
*	17. Hold the skin and insert the needle.		
*	18. Aspirate.		
*	19. Empty the syringe.		
*	20. Withdraw the needle.		
*	21. Cleanse the injection site, clean or dispose of the needle and syringe, and record the information on the patient's chart.		
	22. Clean working area.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 17			
TOTAL POINTS POSSIBLE = 19			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 099

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON DEMONSTRATING INTRA-
MUSCULAR INJECTION.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 11 out of 12 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	002

WRITTEN CRITERION EXAM

TASK #099

"Demonstrate Intramuscular Injection"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Select the BEST answer.

1. When giving an injection in the gluteal muscle, use a needle in the range of
 - A. 1/2" to 1" long.
 - B. 1" to 2" long.
 - C. 1-1/2" to 2" long.
 - D. 1-1/2" to 3" long.
2. When giving an injection into the deltoid muscle, use a needle
 - A. 1/2" to 1" long.
 - B. 1" to 1-1/2" long.
 - C. 1-1/2" to 2" long.
 - D. 1-1/2" to 3" long.
3. If blood enters the barrel when the medical assistant aspirates while attempting to give an intramuscular injection, he/she should
 - A. withdraw the needle slightly and aspirate again.
 - B. withdraw immediately and start over again with another syringe.
 - C. call the doctor to verify this.
 - D. insert the needle deeper into the muscle.
4. The nerve to be concerned about when giving an injection into the buttocks is the
 - A. sacral.
 - B. sciatic.
 - C. brachial.
 - D. femoral.
5. Aspiration prior to injection (intramuscular) is vital to
 - A. avoid depositing the drug in superficial tissue.
 - B. clean the tract for the medication.
 - C. locate the needle tip deep within the muscle.
 - D. avoid accidental intravascular injection.
6. The ventrogluteal muscle is an excellent site to administer injections in children and for patients who have to administer their own injections. This muscle comprises the mid portion of the
 - A. hip.
 - B. thigh.
 - C. buttock.
 - D. deltoid.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	002

(Continued)

WRITTEN CRITERION EXAM

TASK #099

"Demonstrate Intramuscular Injection"

7. The best site for an intramuscular injection is
 - A. mid-deltoid area.
 - B. upper outer quadrant of buttocks.
 - C. mid portion of thigh.
 - D. outer portion of hip.
8. In the intramuscular injection, the needle is inserted at an angle of
 - A. forty-five degrees.
 - B. sixty degrees.
 - C. seventy-five degrees.
 - D. ninety degrees.
9. For intramuscular injections, the average length and gauge of needles would be
 - A. one-half inch length; 20 gauge.
 - B. five-eighths inch length; 25 gauge.
 - C. one and one-half inch length; 22 gauge.
 - D. one and one-half inch length; 23 gauge.
10. Drugs in amounts of 2cc or over are given
 - A. intramuscularly.
 - B. intravenously.
 - C. intradermally.
 - D. subcutaneously.
11. When given properly, the injection that is probably the easiest, safest, and best tolerated is
 - A. intramuscular.
 - B. intravenous.
 - C. intradermal.
 - D. subcutaneous.
12. Leur-lok is a type of
 - A. lumen.
 - B. needle.
 - C. tip.
 - D. barrel.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	099	099	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

Rosemarie Meyer RN, CMA
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A LEARNING GUIDE

Task PERFORM PREGNANCY TEST

Purpose

There are a number of rapid tests that can be made to detect pregnancy early in the term as early as 10 to 14 days after conception. Human chorionic gonadotropin (HCG) is present in the blood or urine of the pregnant woman. It is picked up by the blood and excreted in the urine. The various test systems that are on the market involve mixing the urine with reagents and observing the reaction. As a medical assistant you can detect pregnancy by a simple UCG-slide test. This learning guide will assist you to perform a UCG-slide test.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	105	2 Hours	

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

2

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, perform a pregnancy test. To master this task, you must score 10 out of 11 (90%) on a performance checklist and 5 out of 6 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe pregnancy testing.
2. Perform pregnancy test.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07.0904	MA	105	105

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe Pregnancy Testing

LEARNING STEPS

1. Read Resource #1 for information on pregnancy testing.
2. Complete Resource #2 for a review on pregnancy testing.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: What You Should Know About Medical Lab Tests by B. Kliman, R. Vermette, and E. Kolowrat, 1979 edition pgs. 134-136. (Thomas Crowell Publishers, 521 Fifth Avenue, New York, NY 10017) in LRC.
2. Activity Sheet 105-001-002, "Review Pregnancy Testing", page 4 in this guide.
3. MP #2, page 5 in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	105	105	001

ACTIVITY SHEET 105-001-002

"Review Pregnancy Testing"

Use a separate sheet of paper for your answers, do not write on this guide.

A. True or False. Correct false answers.

- _____ 1. All pregnancy testing is based on the detection of a hormone called chorionic gonadotropin or HCG.
- _____ 2. About six weeks following conception, the level of HCG begins to rise in the blood and spills over into the urine.
- _____ 3. Clean-catch urine specimens are used for the pregnancy testing.
- _____ 4. It takes about six weeks after the time of supposed conception before a reasonably certain answer can be given.
- _____ 5. Tender and swollen breasts and morning sickness, along with a missed menstrual period are signs of possible pregnancy.
- _____ 6. Usually an early-morning specimen analyzed immediately will prevent false positive or false negative results.
- _____ 7. Home pregnancy tests are highly recommended and should be interpreted with professional assistance.
- _____ 8. In laboratories, there is a constant quality system which uses known positive and negative samples.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	105	105	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform pregnancy test

LEARNING STEPS

1. Read Resource #1 for information on the 2-minute Latex slide test for pregnancy.
2. Observe Resource #2 for a demonstration on UCG slide pregnancy test.
3. Complete Resource #3 for review of UCG pregnancy slide test.
4. Complete Resource #4 for practice of this pregnancy test.
5. Complete Resource #5 for performance evaluation.
6. Complete Resource #6 for a written evaluation.
7. Proceed to Resource #7.

RESOURCES

1. Wampole Diagnostic UCG Slide Test information sheet in MA Lab Manual.
2. See instructor.
3. Activity Sheet 105-002-003, "Review Pregnancy Test", page 6, in this guide.
4. Activity Sheet 105-002-004, "UCG Slide Test", page 7, in this guide.
5. Performance Checklist Task #105, page 8-9, in this guide. See instructor.
6. Written Criterion Exam Task #105. See instructor.
7. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	105	105	002

ACTIVITY SHEET 105-002-003

"Review Pregnancy Test"

Use a separate sheet of paper for your answers, do not write on this guide.

A. True or False. Correct false answers.

- _____ 1. Reagents should be maintained under refrigeration at 2-8° C. when not in use.
- _____ 2. Reagents and urine specimens should be at room-temperature for the UCG pregnancy test.
- _____ 3. In a negative test, no agglutination will be visible within two minutes.
- _____ 4. A light source directly above the slide will facilitate observation of agglutination.
- _____ 5. Clean-catch early morning urine specimens are best for pregnancy testing.
- _____ 6. The slide should be rocked rapidly for not more than two minutes.
- _____ 7. Reagents need not be mixed in the order described in the test procedure.
- _____ 8. The special slide supplied with UCG Slide Test should be thoroughly cleaned before using.
- _____ 9. UCG - Slide Test for pregnancy detects the presence of human chorionic gonadotropin (HCG) in urine.
- _____ 10. About six weeks after the time of supposed conception a reasonably certain answer can be given.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	105	105	002

ACTIVITY SHEET 105-002-004

"UCG Slide Test"

Directions to the Student:

Given the necessary materials, practice Wampole's 2-minute Latex UCG slide test for pregnancy.

Necessary Materials:

1. 1 bottle containing anti-human chorionic gonadotropic serum (rabbit).
2. 1 bottle containing HCT-coated Latex suspension (antigen).
3. Disposable pipettes with reusable rubber tubes.
4. 1 container stirrers.
5. 1 glass slide (or disposable slides)

Procedure:

Note: Reagents and urine specimens should be at room temperature.

1. Using the disposable pipette provided; place 1 drop of urine onto a circle of the slide.
2. Add 1 drop of UCG-slide test antiserum.
3. Add 1 drop of well shaken UCG-slide test (Latex) antigen.
4. Mix with stirrer by spreading the mixture over entire circle.
5. Rock slide gently and slowly for two minutes and observe for agglutination.
6. Read results.
7. Record results.
8. Clean working area.
9. Refrigerate antiserum antigen at 2-8° C.

Interpretation of Readings

Negative: Agglutination (clumping) will be visible within two minutes.

Positive: No agglutination will occur at two minutes.

DEPT.	PROG	TASK	TPO	MPO
070904.	MA	105	105	002

PROGRAM: MEDICAL ASSISTING
TASK: PERFORM PREGNANCY TESTING
TASK # 105

PERFORMANCE/~~PROG~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

GIVEN THE NECESSARY TOOLS AND EQUIPMENT, PERFORM PREGNANCY TEST

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 10 OUT OF 11 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 10 OUT OF 11 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	105	105	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	1. Wash hands.												
*	2. Assemble UCG slide test kit.												
*	3. Place 1 drop of urine onto a circle of the slide.												
*	4. Add 1 drop of antiserum.												
*	5. Add 1 drop of <u>well shaken</u> UCG antigen.												
*	6. Mix with stirrer; spread over entire circle.												
*	7. Rock slide gently and slowly for two minutes.												
*	8. Read results.												
*	9. Record results.												
*	10. Clean working area.												
*	11. Refrigerate antiserum and antigen at 2-8° C.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 10													
TOTAL POINTS POSSIBLE = 11													
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>105</td> <td>105</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	105	105	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	105	105	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 105

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON _____
PREGNANCY TESTING

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 5 out of 6 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
Q7Q904	MA	105	105	002

WRITTEN CRITERION EXAM

TASK #105

"Perform Pregnancy Test"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

Select the BEST answer.

1. Reagents should be maintained under refrigeration at _____ when not in use.
 - a. 0-2° C.
 - b. 2-4° C.
 - c. 2-6° C.
 - d. 2-8° C.
2. Reagents and urine specimens should be at _____ temperature for the UCG pregnancy test.
 - a. tepid
 - b. cool
 - c. room
 - d. hot
3. In a _____ test, agglutination will be visible within two minutes.
 - a. positive
 - b. negative
 - c. neutral
 - d. control
4. A _____ clean-catch urine specimen is best for pregnancy testing.
 - a. noon
 - b. evening
 - c. afternoon
 - d. morning
5. One of the most commonly used pregnancy tests is the UCG _____ test.
 - a. slide
 - b. urine
 - c. blood
 - d. hormone
6. About _____ weeks after the time of supposed conception a reasonably certain answer can be given.
 - a. four
 - b. five
 - c. six
 - d. eight

DEPT.	PROG	TASK	TPO	MPO
070904	MA	105	105	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

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A LEARNING GUIDE

Task

PERFORM ERYTHROCYTE SEDIMENTATION RATE (ESR)

Purpose

The sedimentation rate measures the distance red blood cells will fall in a column of unclotted blood for one hour. When the determination of the ESR is done, it is absolutely essential that the specific instructions for the particular method be followed closely. This guide will assist you to perform erythrocyte sedimentation rate.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	110	4 Hours	102

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, perform erythrocyte sedimentation rate. To master this task you must score 5 out of 6 (90%) on a performance checklist and 4 out of 5 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe erythrocyte sedimentation rate.
2. Perform erythrocyte sedimentation rate.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	110	110

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE - #1

Describe erythrocyte sedimentation rate.

LEARNING STEPS

1. Read Resource #1 for information on ESR.
2. Complete Resource #2 for a review on ESR.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Assistant by M. Cooper and M. Bredow, 4th edition, pages 257-58, (McGraw-Hill Book Co., St. Louis, Missouri) in LRC.
2. Activity Sheet 110-001-002, "Review of ESR," page 4, in this guide. See instructor.
3. MPO #2, page 5, in this guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	110	110	001

Activity Sheet 110-001-002

"Review of ESR"

Use a separate sheet of paper for your answers, do not write on this guide.

True or False. Correct false answers.

- _____ 1. Acceptable abbreviations for erythrocyte sedimentation rate are SR, ESR, or Sed Rate.
- _____ 2. When red blood cells are allowed to settle out of their plasma, the speed of their fall in a given length of time is known as sedimentation rate.
- _____ 3. The Sed Rate can indicate the progress or presence of inflammatory disease such as rheumatoid arthritis, rheumatic fever, or respiratory disease.
- _____ 4. There must be patient preparation for a ESR.
- _____ 5. Women tend to have a higher reading than men, especially during menstruation.
- _____ 6. There are several different methods for running this test and the normal ranges vary with each method.
- _____ 7. Coagulation must be prevented so that cells can settle.
- _____ 8. A sedimentation tube can be positioned anyway as it will not influence the rate of sedimentation.
- _____ 9. The ESR is read in millimeters after 1 hour.
- _____ 10. It is not important the blood be at 0 mark.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	110	110	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform erythrocyte sedimentation rate.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on erythrocyte sed rate.
2. Complete Resource #2 to practice erythrocyte sed rate.
3. Complete Resource #3 for a final performance on sed rate.
4. Complete Resource #4 for a written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 110-002-002, "Practice Erythrocyte Sed Rate," page 6 in this guide.
3. Performance checklist Task #110, page 7-8, in this guide. See instructor.
4. Written Criterion Exam Task #110. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	110	110	002

Activity Sheet 110-002-002

"Practice Erythrocyte Sed Rate"

Directions to the student:

Given blood specimens, Wintrobe tube, Wintrobe pipet and other necessary equipment, practice performing erythrocyte sedimentation rate. Regardless of the method used, the following points should be observed:

1. The specified anticoagulant must be used.
2. The test must be set up with a maximum of thirty minutes after the blood is obtained.
3. All methods are standardized at room temperature. Higher or lower temperatures will increase or retard the ESR.
4. The sedimentation rack should be placed on a steady table and kept from vibrating during the timing interval.
5. The sedimentation tube must be kept absolutely vertical.

Wintrobe-Landsberg Method

Materials and Equipment

1. 5 ml anticoagulated blood.
2. Wintrobe tube.
3. Wintrobe pipet.

Procedure:

1. Place the blood in the Wintrobe tube to the 0 mark of the ESR (left) scale.
2. Place the filled tube in an exact vertical position at room temperature.
3. Let the tube remain undisturbed for exactly 1 hour.
4. Read and record the ESR in mm/hr.
5. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	110	110	002

PROGRAM: MEDICAL ASSISTING
TASK: "PERFORM ERYTHROCYTE SEDIMENTATION RATE"
TASK # 110

PERFORMANCE/~~PRODUCT~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, perform erythrocyte sedimentation rate.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 5 OUT OF 6 POINTS OR 100 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 5 OUT OF 6 POINTS OR 100 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	110	110	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	1. Assemble the necessary supplies.												
*	2. Place the oxalated blood in the Wintrobe tube.												
*	3. Place the filled tube in an exactly vertical position at room temperature.												
*	4. Let the tube remain undisturbed for exactly one hour.												
*	5. Read and record the ESR.												
*	6. Clean up working area.												
		TOTAL POINTS EARNED =											
		POINTS NEEDED FOR MASTERY = 5											
		TOTAL POINTS POSSIBLE = 6											
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>110</td> <td>110</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	110	110	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	110	110	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 110

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING
ERYTHROCYTE SEDIMENTATION RATE.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 4 out of 5 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	110	110	002

Use a separate sheet of paper for your answers, do not write on this guide.

WRITTEN CRITERION EXAM

TASK #110

"Perform Erythrocyte Sedimentation Rate"

Name _____ Date _____

Select the BEST answer.

1. The results of the ESR must be expressed in
 - A. ml/hr.
 - B. mm/hr.
 - C. cm/hr.
 - D. cc/hr.
2. The Sed Rate measures the distance red blood cells will fall in a column of clotted blood in a period of
 - A. 1/2 h.
 - B. 1 h.
 - C. 2 h.
 - D. 2 1/2 h.
3. A Wintrobe tube is graduated on the left (ESR scale) from _____ and on the right (packed cell scale) from 10 to 0 cm, with divisions of 1 mm on both sides.
 - A. 0 to 5 cm
 - B. 0 to 10 cm
 - C. 1 to 10 cm
 - D. 10 to 0 cm
4. A normal sedimentation rate for a woman is _____ mm in 1 h.
 - A. 0 to 5
 - B. 0 to 9
 - C. 0 to 10
 - D. 0 to 15
5. The sedimentation tube must be kept absolutely _____ as the slight inclination will influence the rate of sedimentation.
 - A. horizontal
 - B. vertical
 - C. perpendicular
 - D. diagonal

DEPT.	PROG	TASK	TPO	MPO
070904	MA	110	110	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

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A LEARNING GUIDE

Task PERFORM URINALYSIS TESTS

Purpose

If any part of the human body malfunctions, urine and blood often show traces of improperly utilized materials. Today in medical offices simplified tests are available for detecting abnormalities. This guide will assist you to perform urinalysis tests.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	112	4 hours	091

8/81

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given tools and materials, perform urinalysis tests.
To master this task you must score 30 out of 32 (95%) on a performance checklist and complete a written criterion exam with at least 14 out of 15 (90%).

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe routine urinalysis.
2. Perform urinalysis tests.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	112	112

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe routine urinalysis.

LEARNING STEPS

1. View Resource #1 to familiarize yourself with routine urinalysis.
2. Read Resource #2 to introduce you to tests performed on a routine urinalysis.
3. Complete Resource #3 to review routine urinalysis.
4. Proceed to Resource #4.

RESOURCES

1. Audiovisual presentation, MA-02766-S/T, BASIC PHYSICAL AND CHEMICAL URINALYSIS (Hoffman Educational Occupational Learning Systems, Gould Inc., Module 8.2A) in LRC.
2. Textbook: The Medical Assistant, M. Cooper and M. Bredow, pages 233-236, in LRC.
3. Activity Sheet #1, 112-001-003, pages 4-5, "Routine Urinalysis," in this guide.
4. MPO #2, page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	001

ACTIVITY SHEET 112-001-003

"Routine Urinalysis"

Use a separate sheet of paper for your answers, do not write on this guide.

Complete the following:

1. True or false?

_____ Urine is an excellent agent for diagnosing and foretelling of disease.

2. The normal color of urine is

- A. amber.
- B. reddish brown.
- C. amber to reddish brown.
- D. yellow to reddish yellow.

3. A normal urine sample that has stood for awhile tends to _____.

4. Name two physical properties tests.

- A. _____
- B. _____

5. QNS stand for _____.

6. A pH reading that indicates an acid condition is

- A. between 3.0 and 6.5.
- B. below 6.0
- C. between 6.0 and 6.5.
- D. above 6.5.

7. Which of the following tests does not use a color chart to determine the results?

- A. Clinitest.
- B. Bumintest.
- C. Albustix.
- D. Hemastix.

8. Match the test on the right with the condition on the left. The test may be used once, more than once, or not at all.

- _____ A. Urine sugar
- _____ B. Glucose
- _____ C. Albumin (or protein)
- _____ D. Occult blood
- _____ E. Liver disfunction

- 1. Acetest
- 2. Bumintest
- 3. Clinitest
- 4. Hemastix
- 5. Urobilistix

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	001

(Continued)

ACTIVITY SHEET 112-001-003

"Routine Urinalysis"

9. Name the six separate tests that are indicated by the Bili-Labstix.

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

10. Upon standing, urine will acquire an odor, best described as

_____.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform urinalysis tests.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on urinalysis tests.
2. Complete Resource #2 to practice this task.
3. Complete Resource #3 when you feel you can perform this task at mastery level.
4. Complete Resource #4 for a written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 112-002-002, pages 7-8, "Performing Urinalysis Tests," in this guide.
3. Performance Checklist, Task #112, pages 9-11, in this guide. See instructor.
4. Written Criterion Exam, Task #112. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

ACTIVITY SHEET 112-002-001

"Performing Urinalysis Tests"

Directions to the student:

Assemble the necessary tools and equipment of this procedure and practice urinalysis tests. Follow each step correctly and in proper sequence.

Tools and equipment needed:

Urine samples	Medicine dropper
Urinometer cylinder	Color chart
Distilled water	Acetest tablets
Nitrazene paper or pH paper	Hemastix
Urinalysis forms	Labstix
Clinitest reagent tablets	Multistix
Test tube	

Procedure:

1. Obtain the necessary equipment and materials.
2. Examine the urine specimen for color, appearance and quantity.
3. Note the findings on the urinalysis form.

Specific Gravity

4. Pour urine into the urinometer cylinder until it is 2/3 full.
5. Place the urinometer in the cylinder.
6. Give the float a gentle spin.
7. Read the float at eye level at the bottom of the meniscus.
8. Record the findings.

pH Factor

9. Dip pH paper into the urine three times.
10. Wait one minute.
11. Compare with the color chart given with the papers.
12. Record the findings.

Clinitest

13. Place 10 drops of water in the test tube.
14. Add 5 drops of urine to it.
15. Mix the solution gently.
16. Add one clinitest tablet.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

(Continued)

ACTIVITY SHEET 112-002-001

"Performing Urinalysis Tests"

17. Shake the test tube gently 15 seconds after the chemical action has stopped.
18. Compare with the color chart.
19. Record the readings.

Acetest

20. Place acetest tablet on a clean sheet of paper.
21. With the eye dropper, place a drop of urine on the tablet.
22. Wait 30 seconds.
23. Compare with the color chart.
24. Record the reading.

Hemastix

25. Place one Hemastix in the urine sample momentarily.
26. Wait 30 seconds.
27. Compare with the chart on the bottle.
28. Record the reading.

Labstix/Multistix

29. Dip one labstix or multistix in the urine sample.
30. Compare with the chart on the bottle at the correct times.
31. Record the readings.
32. Clean working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

PROGRAM: MEDICAL ASSISTING
TASK: PERFORM URINALYSIS TESTS
TASK # 112

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given tools and materials, perform urinalysis tests.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 30 OUT OF 32 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 30 OUT OF 32 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC	UNACC
			7
	1. Obtain the necessary equipment and materials.		
*	2. Examine the urine specimen for color, appearance, and quantity.		
*	3. Note the findings on the urinalysis form.		
	<u>Specific Gravity</u>		
*	4. Pour urine into the urinometer cylinder until it is 2/3 full.		
*	5. Place the urinometer in the cylinder.		
*	6. Give the float a gentle spin.		
*	7. Read the float at eye level at the bottom of the meniscus.		
*	8. Record the findings.		
	<u>pH Factor Test</u>		
*	9. Dip pH paper into urine three times.		
*	10. Wait one minute.		
*	11. Compare with the color chart given with the papers.		
*	12. Record the findings.		
	<u>Clinitest</u>		
*	13. Place 10 drops of water in the test tube.		
*	14. Add 5 drops of urine to it.		
*	15. Mix the solution gently.		
*	16. Add one clinitest tablet.		
*	17. Shake the test tube gently for 15 seconds after the chemical action has stopped.		
*	18. Compare with the color chart.		
*	19. Record the readings.		

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC	UNACC.										
	<u>Acetest</u>												
*	20. Place acetest tablet on a clean sheet of paper.												
*	21. Place a drop of urine on the tablet with the eye dropper.												
*	22. Wait 30 seconds.												
*	23. Compare with the color chart.												
*	24. Record the reading.												
	<u>Hemastix</u>												
*	25. Place one Hemastix in the urine sample momentarily.												
*	26. Wait 30 seconds.												
*	27. Compare with the chart on the bottle.												
*	28. Record the reading.												
	<u>Labstix/Multistix</u>												
*	29. Dip on Labstix or Multistix in the urine sample.												
*	30. Compare with the chart on the bottle at the correct times.												
*	31. Record the readings.												
	32. Clean working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 30													
TOTAL POINTS POSSIBLE = 32													
<table border="1" style="margin: auto;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>112</td> <td>112</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	112	112	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	112	112	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 112

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING URINALYSIS
TESTS.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 14 out of 15 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

WRITTEN CRITERION EXAM

TASK #112

"Performing Urinalysis Tests"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Select the BEST answer in each of the following:

1. A pH reading that indicates an acid condition is
 - A. between 3.0 and 7.5.
 - B. below 7.0.
 - C. between 7.0 and 6.5.
 - D. above 7.5.
2. Which of the following tests does use a color chart to determine the results?
 - A. Clinitest.
 - B. Acetest
 - C. Hemastix.
 - D. Labstix
 - E. All of the above.
 - F. None of the above.
3. The urinalysis is an important means of studying
 - A. liver function.
 - B. renal function.
 - C. circulatory diseases.
 - D. metabolism.
4. The most suitable urine specimens for routine urinalysis are
 - A. concentrated, first morning specimens.
 - B. random specimens.
 - C. "clean catch".
 - D. catheterized specimens.
5. Routine office urinalysis specimens that cannot be examined immediately or within 30 minutes can easily be preserved by
 - A. storing in the refrigerator for no longer than 8 hours.
 - B. freezing the specimen.
 - C. allowing the specimens to remain on the counter at room temperature until they can be examined.
 - D. adding several drops of sulfosalicylic acid.
6. The instrument used to measure specific gravity of urine is called a (an)
 - A. test tube.
 - B. float.
 - C. urinometer.
 - D. hydrometer.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

(Continued)
WRITTEN CRITERION EXAM

TASK #112

"Performing Urinalysis Tests"

7. For healthy individuals on a normal fluid intake, the specific gravity usually ranges between.
- A. 1.000-1.010.
 - B. 1.010-1.025.
 - C. 1.000-1.035.
 - D. 1.015-1.025.
8. The clinitest is utilized to test urine for the presence of
- A. albumin.
 - B. occult blood.
 - C. ketones.
 - D. glucose.
9. The normal color of urine is
- A. amber.
 - B. reddish brown.
 - C. amber to reddish brown.
 - D. yellow to reddish yellow.
10. Which of the following is likely to occur as urine stands without being preserved?
- A. pH becomes alkaline.
 - B. Bacteria multiply.
 - C. Microscopic structures deteriorate.
 - D. All of the above.
11. Upon standing, urine will acquire an odor best described as
- A. ammoniacal.
 - B. fruity or sweet.
 - C. putrid.
 - D. vinegar-like.
12. The Acetest is utilized to test urine for the presence of
- A. glucose.
 - B. ketones.
 - C. protein.
 - D. bilirubin.
13. The Hemastix is utilized to test urine for the presence of
- A. occult blood.
 - B. ketones.
 - C. nitrites.
 - D. glucose.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002

(Continued)

WRITTEN CRITERION EXAM

"Performing Urinalysis Tests"

14. The Bili-Labstix and N-Multistix tests can be read
- A. in less than one minute.
 - B. between one and three minutes.
 - C. between five and ten minutes.
 - D. after fifteen minutes.
15. A reagent strip is dipped in urine, removed promptly and compared closely with the manufacturer's
- A. scale.
 - B. color chart.
 - C. diagram.
 - D. insert.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	112	112	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
301 N. Swift Road
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Produced By
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A LEARNING GUIDE

Task DESCRIBE BLOOD

Purpose It is essential to be introduced to the study of blood before beginning laboratory procedures on blood. A discussion on the composition and functions of blood, the body's immune system, blood types, and the Rh factor will explain the workings of your own blood system. This learning guide will assist you to describe blood and components

MEDICAL ASSISTING

8/82

Program	Task	Est. Time	Prereq.
07.0904	115	¢ HOURS	NONE

ek

LEARNING CONTRACT

1 STUDENT DATA

NAME 6 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary information, tools, and equipment, describe blood and components. To master this task, you must score 9 out of 10 (90%) on a written criterion examination and 5 out of 6 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Define blood.
2. Describe blood and components.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	115	115

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Define blood and components

LEARNING STEPS

1. Read Resource #1 on blood, antigens and antibodies, blood groups, and Rh factor.
2. View Resource #2 for information on blood.
3. Complete Resource #3 for a review on blood.
4. View Resource #4 for information on antigens and antibodies.
5. Complete Resource #5 for a review on antigens and antibodies.
6. View Resource #6 for information on blood types.
7. Complete Resource #7 for a review on blood types.
8. View Resource #8 for information on the Rh Factor.

RESOURCES

1. Resource Manual, Blood, the Inside Story, in LRC.
2. Audiovisual presentation AV# "Blood: The Inside Story" "Blood An Invisible World", in LRC.
3. Activity Sheet 115-001-003, "Blood The Invisible World", page 1, in this guide.
See the instructor for evaluation.
4. Audiovisual presentation AV# "Blood - The Inside Story, Blood Wars: Antigens and Antibodies", in LRC.
5. Activity Sheet 115-001-005, "Blood Wars: Antigens and Antibodies", page 7, in this guide.
See instructor for evaluation.
6. Audiovisual presentation AV# "Blood - The Inside Story, Finding the Right Mix: Blood Types A-B-O," in LRC.
7. Activity Sheet 115-001-007, "Finding Blood Types A-B-O", in LRC.
8. Audiovisual presentation, AV# "Blood - The Inside Story, Negative or Positive: The Rh Factor", in LRC.

DEPT	PROC	TASK	TPO	MPO
MA	7.0904	115	115	001

MICRO - PERFORMANCE OBJECTIVE #1 (continued)

Describe blood and components.

LEARNING STEPS

9. Complete Resource #9 for a review on Rh factor.
10. Proceed to Resource #10.

RESOURCES

9. Activity Sheet 115-001-009, "Negative or Positive: Rh Factor", page 11, in this guide.
See instructor for evaluation.
10. MPO# 2, page 13, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	115	115	001

Activity Sheet 115-001-003

"Blood; The Invisible World"

A. Define the following terms using a Medical Dictionary.

1. Blood
2. Circulation
3. Erythrocytes
4. Hemoglobin
5. Leukocytes
6. Plasma
7. Platelets
8. Fibrin
9. Thromboplastin

B. Complete Exercises I & II in the folder on Blood: The Inside Story, Blood: An Invisible World in the LRC.

DEPT.	PROG	TASK	TPO	MPO
07.090	MA	115	115	001

C. With a classmate or group, discuss the following questions. Write your conclusions and present to the class.

1. Why was David's relative asked to give permission to operate?

2. The young man's spleen was damaged in the accident. What is the function of the spleen?

3. After a bump, why does the skin sometime change color?

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	115	115	001

Activity Sheet 115-001-005

"Blood Wars: Antigens and Antibodies"

A. Define the following terms using a Medical Dictionary.

1. Antigens
2. Antibodies
3. Agglutinins
4. Preciptins
5. Bacteriolysins
6. Immunity
7. Vaccine

B. Complete Exerxises I & II in the folder on "Blood: The Inside Story, Blood Wars: Antigens and Antibodies" in the LRC.

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	115	115	001

C. With a classmate or group, discuss the following questions. Write your conclusions and present to the class.

1. Why do we get the flu over and over again?

2. Some people just don't become sick with certain illnesses even though they have never before had the disease nor been vaccinated. Why?

3. Are hay fever or other allergies caused by antigens?

DEPT.	PROG	TASK	TPO	MPO
07.090	MA	115	115	001

Activity Sheet 115-001-007

"Finding the Right Mix: Blood Types A-B-O"

A. Defint the following terms using a Medical Dictionary.

1. Blood Donor
2. Blood Recipient
3. Blood Type
4. Compatibility
5. Transfusion
6. Universal Donor
7. Universal Recipient

B. Complete Exercises I & II in the folder on Blood: The Inside Story, Blood Types A-B-O.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	115	115	001

(c) With a classmates or group, discuss the following questions. Write your conclusions and present to the class.

1. Is it better to have one blood type or another?

2. Why doesn't the body develop antibodies against its own antigens?

DEPT.	PROG	TASK	TPO	MPO
0904	MA	115	115	001

Activity Sheet 115-001-009

"Negative or Positive: The Rh Factor"

A. Define the following terms using a Medical Dictionary.

1. Erythroblastosis fetalis

2. "p"

3. Packed Cells

4. Whole Blood

5. Rh Immune Globulin

6. Serum Albumin

7. Rh Factors

B. Complete Exercises I & II in the folder on Blood: The Inside Story, Negative or Positive: The Rh Factor in LRC.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	115	115	001

With a classmate or group, discuss the following questions. Write your conclusions and present to the class.

1. What kind of test is done before people can get a marriage license?

2. What is the difference between hemophilia and sickle cell anemia?

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	115	115	001

MICRO - PERFORMANCE OBJECTIVE #2

Describe blood and components.

LEARNING STEPS

1. View Resource #1 for a review on hematology.
2. See Resource #2 for a presentation on specific blood components.
3. Complete Resource #3 for practice on identifying specific blood cells, normal and abnormal.
4. Complete Resource #4 for a written evaluation.
5. Complete Resource #5 for a mastery performance of this task.
6. Proceed to Resource #6

RESOURCES

1. Audiovisual presentation, AV# "Introduction to Hematology," in LRC.
(Hoffman Occupational Learning Systems, module 8.3A, Gould Inc.)
2. See instructor in the laboratory to view slides.
3. Slides in MA Laboratory.
4. Written Criterion Exam Task #115.
"Describe Blood and Components."
See instructor.
5. Performance checklist Task #115, page 14-15 in this guide.
See the instructor.
6. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	115	115	001

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 115

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON describing blood.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	115	115	002

Written Criterion Exam

Task #115

"Describe Blood"

NAME _____ DATE _____ SESSION _____

Select the BEST answer of the following statements.

1. Fluid in which blood cells, platelets, digested foods and cell wastes are transported around the body defines
 - A. blood.
 - B. plasma.
 - C. fibrin.
 - D. serum.
2. Another name for erythrocyte is
 - A. red blood cell.
 - B. hemoglobin.
 - C. white blood cell.
 - D. clotting cell.
3. The color of the red blood cell comes from an iron compound in blood called
 - A. thromplastin.
 - B. plasma.
 - C. hemoglobin
 - D. protein.
4. The primary function of the _____ is to serve as a defense mechanism against any kind of foreign matter.
 - A. white blood cell.
 - B. red blood cell.
 - C. hemoglobin.
 - D. thromboplastin.
5. The element in the blood called _____ plays a prominent role in blood clotting.
 - A. erythrocyte
 - B. hemoglobin
 - C. platelet
 - D. leukocyte

DEPT.	PROG	TASK	TPO	MPO
070904	MA	115	115	002

Written Criterion Exam (Cont.)

Task #115

6. The primary function of hemoglobin is to
- A. poison bacterial invaders.
 - B. devour bacterial invaders.
 - C. carry oxygen and carbon dioxide.
 - D. serve as a scavenger.
7. The universal donor has a blood type of
- A. A.
 - B. B.
 - C. AB.
 - D. O.
8. Foreign proteins which protect the system from invasion of disease -producing organisms define
- A. antibodies.
 - B. antigens.
 - C. blood types.
 - D. immunity.
9. Before a patient receive a transfusion tests are performed to determine both his/her _____ and that of the donor to assure compatibility.
- A. RH factor.
 - B. blood make-up.
 - C. antibody.
 - D. blood type.
10. A killed or weakened disease - causing organism which is administered in order to generate antibody production by the body and establish immunity defines
- A. antigen.
 - B. antibody.
 - C. vaccine.
 - D. agglutinin.

DEPT.	PROG	TASK	TPO	MPO
0904	MA	115	115	002

ANSWER KEY
CRITERION EXAM
115

1. B
2. A
3. C
4. A
5. C
6. C
7. D
8. A
9. D
10. C



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

Rosemarie Meyer, RN, CMA
Lake County Area Vocational Center
19525 W. Washington Street
Grayslake, IL 60030

A LEARNING GUIDE

Task

PERFORM CAPILLARY PUNCTURE

Purpose

For such tests as blood counts and microhematocrits, the drops of blood obtained from capillaries with a simple skin puncture provide a sufficient volume. This guide will assist you to master performing capillary puncture.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
070904	116	6 hours	none

8/81

LEARNING CONTRACT

1 STUDENT DATA

NAME

6 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given a patient, lancers, capillary tubes and other necessary supplies and equipment, perform capillary puncture. To master this task, you must score 10 out of 12 (85%) on a performance checklist and complete a written criterion exam with a score of 8 out of 9 (90%).

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe capillary puncture.
2. Perform capillary puncture.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	116	116

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe capillary puncture.

LEARNING STEPS

1. Read Resource #1 to familiarize yourself with skin puncture.
2. Complete Resource #2 on capillary skin puncture.
3. Proceed to Resource #3.

RESOURCES

1. Information Sheet 116-001-001, "Skin Puncture," page 4, in this guide.
2. Activity Sheet 096-001-002, "Capillary Puncture," page 5 in this guide. See instructor for evaluation.
3. MPO #2, page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
07J904	MA	116	116	001

"Skin Puncture"

Generally, blood may be collected for laboratory testing by either the use of a lancet or a syringe. Capillary blood is usually obtained from the finger or ear lobe. In infants, the heel or big toe is used. The few drops obtained from capillaries is sufficient for such tests as a complete blood count (C.B.C.), hematocrit, some bleeding and coagulating times, and many chemical tests.

Some points to remember in skin puncture are:

1. Select a finger, usually the second finger as it is the largest, the thumb and index finger should be avoided, since they are heavily calloused than the other fingers. Warming the finger will help to promote circulation and obtaining good results.
2. "Milk" the finger gently toward the tip to promote circulation to the puncture site. Squeezing the finger will dilute the blood with the circular fluid.
3. Never take a blood sample from any area that is edematous, scared, calloused or bruised.
4. Allow the cleansed puncture area to air dry. Do not blow on it, touch it or allow anything to come into contact with it prior to puncturing.

The medical assistant must keep in mind that the average person is apprehensive, if not frightened, at having blood drawn by any method. They must remember to be calm and sympathetic and give a brief explanation of the procedure. If these procedures are done correctly there is little discomfort. The quantity of blood being withdrawn may lead to a misunderstanding and simply explaining to the patient that "little more than a tablespoonful" is being taken rather than 10cc of blood will ease apprehension. This blood is replenished by the body almost immediately. It may also be advisable to use the term "blood test" very carefully, since most people associate this with a test for syphilis. Be careful about telling a patient what test is being done for him, since the physician may prefer the patient not be informed.

It is best to use individually packaged, sterile, disposable lancets, which are commercially available. It has been established that viral hepatitis can be transmitted by means of reusable hematological puncture instruments.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	116	116	001

ACTIVITY SHEET 116-001-002

"Capillary Puncture"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Complete the following:

1. List four sites that can be used for a skin puncture, two most common for adults and two for infants.

A. _____

B. _____

C. _____

D. _____
2. List four types of tissue which should not be used as a site for skin puncture.

A. _____

B. _____

C. _____

D. _____
3. Explain in your own words why the tissue around the puncture site should not be squeezed hard when blood is being drawn from a finger puncture.

4. What tests can be performed on a capillary blood specimen?

A. _____

B. _____

C. _____

D. _____
5. Why is it important to use sterile, disposable lancets?

6. What is meant by "milk" the finger?

7. What are the advantages in warming the finger?

8. Why don't you touch a cleansed puncture site?

DEPT.	PROG	TASK	TPO	MPO
070904	MA	116	116	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform capillary puncture.

LEARNING STEPS

1. Observe Resource #1 for demonstration on capillary puncture.
2. Complete Resource #2 to practice performing capillary puncture.
3. Complete Resource #3 for a final performance evaluation.
4. Complete Resource #4 for a written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 116-002-002, "Practice Performing Skin Puncture," page 7, in this guide.
3. Performance Checklist Task #116, page 8, in this guide.
See instructor.
4. Written Criterion Exam Task #116.
See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	116	116	002

ACTIVITY SHEET 116-002-002

"Practice Performing Capillary Puncture"

Directions to the student:

Given a patient, lancets, capillary tubes and other necessary supplies, perform capillary puncture.

Necessary tools:

Lancets
Capillary tubes
Cotton balls
70% alcohol
Bandaid

Procedure:

1. Wash hands.
2. Identify the patient.
3. Explain the procedure to the patient.
4. Select the proper site for puncture, usually the second finger as it is the largest. The thumb and index finger should be avoided, since they are more heavily calloused than the other fingers. Warming the hands and "milking" the finger gently toward the tip to promote circulation.
5. Cleanse the puncture site aseptically with an alcohol saturated cotton ball.
6. Allow the area to dry. You may wipe the site dry. Do not blow on it or touch it.
7. Using the thumb and forefinger, grip the patient's cleansed finger just above the upper joint so as to puff up the tip. Holding the sterile lancet firmly with the other hand, puncture the palmar surfaces of the finger to a depth of 3 to 4 mm, using a quick stabbing stroke. The lancet blade should be held at a right angle to the "fingerprint" striations of the patient's fingers. This will result in a cutting wound that will produce drops of blood that will not flow down the finger. Exert gentle pressure below the wound to cause blood to flow freely. Avoid squeezing too hard as this will liberate tissue juices which will dilute the blood and cause inaccurate results.
8. Wipe off the first drop of blood with a dry cotton ball.
9. Collect a sample adequate for the indicated test; a comparatively large drop for a white-cell count and for hemoglobin; a small drop for a red-cell count.
10. Wipe the finger dry and work from a freshly expressed drop of blood for each procedure.
11. Apply alcohol sponge until bleeding is stopped; apply band aid.
12. Carefully identify each sample to prevent confusion of reports.
13. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	096	096	002

PROGRAM: MEDICAL ASSISTING
TASK: PERFORM CAPILLARY PUNCTURE
TASK # 116

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given a patient, lancets, capillary tubes and other necessary supplies and equipment, perform capillary puncture.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 10 OUT OF 12 POINTS OR 85 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 10 OUT OF 12 POINTS OR 85 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	116	116	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	1. Wash hands.												
	2. Explain procedure to the identified patient.												
*	3. Select proper site for puncture.												
*	4. Cleanse the puncture site aseptically.												
*	5. Handle lancet aseptically.												
*	6. Puncture skin site.												
*	7. Wipe first drops of blood.												
*	8. Obtain a sample adequate for indicated test.												
*	9. Clean punctured area.												
*	10. Stop bleeding.												
*	11. Label specimen.												
*	12. Clean working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 10													
TOTAL POINTS POSSIBLE = 12													
<table border="1"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>116</td> <td>116</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	116	116	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	116	116	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 116

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING CAPILLARY
PUNCTURE.

Each of the questions or incomplete statements below is
followed by several words, phrases, or a series of num-
bers. Choose the one which best answers the question or
completes the statement correctly. Place the letter asso-
ciated with that choice (A, B, C or D) in the numbered
blank space on your ANSWER SHEET. DO NOT WRITE ON THIS
TEST! To master this exam you must answer 8 out of
9 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	116	116	002

CRITERION WRITTEN EXAMINATION

TASK #116

"Perform Capillary Puncture"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____

Date _____

Select the BEST answer for each of the following situations:

1. When collecting blood from a capillary puncture (i.e., finger stick), the first drop of blood should be
 - A. used for the white blood cell count.
 - B. used for the red blood cell count.
 - C. used for the hemoglobin and/or hematocrit.
 - D. wiped away since it may contain tissue fluid.
2. Excessive squeezing of the finger while performing a capillary puncture to collect a blood count
 - A. has little effect on the final results.
 - B. causes tissue juices to flow.
 - C. affects only the hemoglobin.
 - D. affects only the white blood cell count.
3. To "milk" the finger toward the tip is to
 - A. warm the hand for circulation.
 - B. promote circulation to puncture site.
 - C. cause blood to flow freely.
 - D. stop circulation to finger.
4. The drops of blood obtained from a simple skin puncture provide sufficient volume for a
 - A. platelet count.
 - B. microhematocrit.
 - C. blood chemistry
 - D. erythrocyte sedimentation rate.
5. Scarred, edematous, or calloused area is to be avoided in performing a _____ puncture.
 - A. cutaneous
 - B. capillary
 - C. venous
 - D. muscular

DEPT.	PROG	TASK	TPO	MPO
070904	NA	116	116	002

(Continued)

CRITERION WRITTEN EXAMINATION

TASK #116

"Perform Capillary Puncture"

6. Reusable hematologic puncture instruments can transmit
- A. viral hepatitis.
 - B. pneumonia.
 - C. a blood disorder.
 - D. an infection.
7. Skin puncture, (i.e. "finger stick") is a/an _____ procedure.
- A. unsterile
 - B. sterile
 - C. aseptic
 - D. clean
8. The palmar surfaces of the finger are punctured using a
- A. steady, stabbing stoke.
 - B. quick, stabbing stoke.
 - C. slow, smooth stoke.
 - D. quick, smooth stoke.
9. For each procedure obtain a
- A. fresh drop of blood.
 - B. first drop of blood.
 - C. large amount of blood.
 - D. small amount of blood.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	116	116	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task PERFORM HEMOGLOBIN DETERMINATION

Purpose Persons who are ill do not have enough hemoglobin for their body needs. Because of this, it is important to know the hemoglobin status or hemoglobin determination of the patient's blood. This learning guide will assist you to perform hemoglobin determination.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	117	6 Hours	

10/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

6 Hours

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools, perform hemoglobin determination. To master this task you must score 9 out of 10 (90%) on a written criterion examination, and 9 out of 10 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe hemoglobin.
2. Perform hemoglobin determination.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
D7-0904	MA	117	117

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe hemoglobin

LEARNING STEPS

1. Read Resource #1 for information on hemoglobin.
2. Complete Resource #2 for review on hemoglobin.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: Effective Medical Assisting, by Schwanzizock and Ward, 1976 edition, pages 533-535, in LRC.
2. Activity sheet 117-002-003, "Review Hemoglobin" pages 4-5 in this student learning guide.
See instructor for evaluation.
3. Micro-Performance Objective #2, page 6, in this student learning guide.

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	117	117	001

ACTIVITY SHEET

117-002-003

"Review Hemoglobin"

Taken from Hoffman Occupational Learning Systems, California (Module NO 8.3.1)

Complete the following:

1. TRUE OR FALSE?

_____ Hemoglobin is known as the respiratory pigment in the red cells of vertebrates.

2. Hemoglobin performs which two of the following functions?

- A. Regulates body metabolism.
- B. Discharges carbon dioxide.
- C. Supplies oxygen to the body cells.
- D. Defends against infection.

3. The hemoglobin status of a patient's blood is called the hemoglobin_____.

4. Name the three determining factors that dictate the amount of hemoglobin in the blood.

- A. _____
- B. _____
- C. _____

5. The diameter of a normal red cell is

- A. 7 microns.
- B. 8 microns.
- C. 9 microns.
- D. 10 microns.

6. A microcyte is a red cell that is smaller than a normal cell by

- A. 5 or more microns.
- B. 4 or more microns.
- C. 3 or more microns.
- D. 2 or more microns.

7. TRUE OR FALSE?

_____ A hypochromic cell contains less than the normal amount of hemoglobin.

DEPT.	PROG	TASK	TPO	MPO
0709C1	MA	117	117	002

ACTIVITY SHEET

117-002-003

"Review Hemoglobin:

8. TRUE OR FALSE?

_____ An Hb colorimeter is used to measure the amount of red blood cells.

9. List the three items needed in a Hemoglobin determination.

A. _____.

B. _____.

C. _____.

10. The blood chamber consists of an H-shaped moat, a cover glass and a _____.

11. Gently mix the blood in the chamber for

A. 30 seconds.

B. 35 seconds.

C. 40 seconds.

D. 45 seconds.

12. The top scale on the Hb meter measures the hemoglobin in

A. grams/1 ml of blood.

B. grams/10 ml of blood.

C. grams/100 ml of blood.

D. grams/1000 ml of blood.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	117	117	002

Page 5

MICRO - PERFORMANCE OBJECTIVE #2

Perform hemoglobin determination

LEARNING STEPS

1. View Resources #1 for a presentation on hemoglobin determination.
2. Observe Resource #2 for a demonstration on hemoglobin determination.
3. Complete Resource #3 for practice of hemoglobin determination.
4. Complete Resource #4 for a written evaluation of this task.
5. Complete Resource #5 for a mastery performance of this task.
6. Proceed to Resource #6

RESOURCES

1. Audiovisual presentation, AV# MA -02796 S/T "Hemoglobin Determination," in LRC. (Gould Inc. Module 8.3-1)
2. See instructor.
3. Activity Sheet 117-003-002, "Practice Hemoglobin," page 7 in this Student Learning Guide.
4. Written Criterion Exam, Task #117, "Perform Hemoglobin Determination," in LRC.
See instructor for evaluation
5. Performance checklist, Task #117, "Perform Hemoglobin," pages 8-9, in this Student Learning Guide.
6. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	117	117	002

Activity Sheet 117-003-002

"Practice Hemoglobin"

Directions to the Student: Given the necessary tools, practice hemoglobin determination.

Tools and Equipment Needed:

Alcohol
Blood Specimen
Cotton
Hb Colorimeter
Hemoglobin meter
Hemolysis applicator sticks

Procedure:

1. Obtain the necessary tools and equipment.
2. Withdraw the blood chamber from the hemoglobin meter.
3. Fill the chamber by placing a sizable drop of blood on the chamber surface.
4. Use a hemolysis applicator stick and mix the blood for forty five seconds.
5. Close the cover glass.
6. Place the complete chamber back into the meter and insert it all the way.
7. Press the bottom on the hemoglobin meter and the green split field will appear.
8. Use the slide button to match the two halves of the field.
9. Check the position of the slider knob with the top scales of the meter.
10. Determine and record the reading.
11. Remove the blood chamber and clean it with alcohol and cotton.
12. Replace the chamber and return the meter to it's proper place.
13. Clean up working area.
14. Wash hands.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	117	117	002

PROGRAM: MEDICAL ASSISTING

TASK: PERFORM HEMOGLOBIN DETERMINATION

TASK # 117

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools, perform hemoglobin determination.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 9 OUT OF 10 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 9 OUT OF 10 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	117	117	002

Page 8

PROGRAM Medical Assisting

CRITERION EXAM

TASK # 117

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON performing
hemoglobin determination.

Each of the questions or incomplete statements below is
followed by several words, phrases, or a series of num-
bers. Choose the one which best answers the question or
completes the statement correctly. Place the letter asso-
ciated with that choice (A, B, C or D) in the numbered
blank space on your ANSWER SHEET. DO NOT WRITE ON THIS
TEST! To master this exam you must answer 9 out of
10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07.090	MA	117	117	002

MEDICAL ASSISTING

Written Criterion Exam Task #117

"Perform Hemoglobin Determination"

Name _____ Session _____ Date _____

A. Circle the BEST answer/s for each of the following:

1. Hemoglobin performs which two of the following functions?
 - A. Regulates body metabolism.
 - B. Discharges carbon dioxide.
 - C. Supplies oxygen to the body cells.
 - D. Defends against infection.

2. A _____ cell contains less than the normal amount of hemoglobin.
 - A. microcyte
 - B. macrocyte
 - C. hypochromic
 - D. hyperchromic

3. An AB colorimeter is used to measure
 - A. red blood cells.
 - B. white blood cells.
 - C. hemoglobin.
 - D. platelets.

4. Gently mix the blood in the chamber for
 - A. 30 seconds.
 - B. 35 seconds.
 - C. 40 seconds.
 - D. 45 seconds.

5. The top scale on the Hb meter measures the hemoglobin in
 - A. grams/1 ml of blood.
 - B. grams/10 ml of blood.
 - C. grams/100 ml of blood.
 - D. grams/1000 ml of blood.

6. Blood obtained by _____ is used for hemoglobin determination.
 - A. venipuncture
 - B. capillary puncture
 - C. intravenous
 - D. intramuscular

DEPT.	PROG	TASK	TPO	MPO
0904	MA	117	117	002

MEDICAL ASSISTING

Written Criterion Exam Task #117 (Cont.)
"Perform Hemoglobin Determination"

7. A blood sample is analyzed by moving the slide button of the Hb-meter with the
- A. forefinger.
 - B. right index finger.
 - C. left index finger.
 - D. ring finger.
8. Blood is hemolyzed with a _____ applicator.
- A. wood hemolysis
 - B. cotton-tipped
 - C. slide
 - D. pipette
9. How many drops of blood are necessary to perform a hemoglobin determination?
- A. One.
 - B. Two.
 - C. Three.
 - D. Four.
10. The _____ compares a hemolyzed sample of blood with a color standard.
- A. microscope
 - B. hemoglovinometer
 - C. sahilpipette
 - D. photcolorimeter

DEPT.	PROG	TASK	TPO	MPO
0904	MA	117	117	002

ANSWER KEY
CRITERION EXAM
117

1. B or C
2. C
3. C
4. D
5. C
6. B
7. B
8. A
9. A
10. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task PERFORM HEMATOCRIT (HCT)

Purpose This test plays an important part in hematology. It determines the percentage of total blood volume represented by packed red blood cells after centrifugation. This guide will assist you to master the hematocrit test.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	118	4 hours	

9/81

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) 4

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, perform a hematocrit with 10 out of 11 (90%) on a performance checklist and complete a written criterion exam with a score of 9 out of 10 (90%).

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe hematocrit.
2. Perform hematocrit.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07-09 04	MA	118	118

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe hematocrit.

LEARNING STEPS

1. View Resource #1 to familiarize yourself with Hematocrit.
2. Read Resource #2 on Hematocrit.
3. Complete Resource #3 on the hematocrit. Hand in to instructor for evaluation.
4. Proceed to Resource #4.

RESOURCES

1. Audio visual presentation "The Hematocrit", AV# MA-02795-S/T in LRC. (Hoffman Occupational Learning Systems Module 8.3H)
2. Information Sheet 118-001-002, page 4, "Hematocrit (HCT)," in this guide.
3. Activity Sheet 118-001-003, page 5-6, "The Hematocrit." in this guide.
4. MPO #2, page 7, in this guide.

DEPT	PROG	TASK	TPO	MPO
07 09 04	MA	118	118	001

INFORMATION SHEET

118 -001-002

"Hematocrit (Hct)"

The hematocrit is a test to determine the percentage of total blood volume represented by package red blood cells after centrifugation. It is often done in combination with the red cell count and the hemoglobin, or in place of the hemoglobin. In anemias and after hemorrhage the hematocrit reading is lower than normal, while in dehydration and polycythemia the reading is higher. Both capillary and venous blood are used. If the test is done with capillary blood it is then called "microhematocrit." There is no special preparation for the patient. The blood must be prevented from coagulating. If venous blood is used, an anticoagulant is added to the blood. Special capillary tubes containing an anticoagulant are used for the micro method.

The results are expressed in cubic millimeters per 100 ml of blood, or in volumes per 100 ml. Normal ranges are 40 to 50% for men and 37 to 47% for women.

MICROHEMATOCRIT

A microhematocrit can be done on capillary blood or venous blood. The test requires a microhematocrit capillary tube and a special centrifuge that accomodates this small tube. The tube is filled three-fourths full with blood, sealed at one end with a special clay and spun for 10 minutes. The tube is then placed in a reader which indicates directly the percentage to be reported.

MACROHEMATOCRIT

Because of the volume required for this type of hematocrit, anticoagulated venous blood is used. A typical procedure is the Wintrobe method, which utilizes the same tube as the Wintrobe method for sedimentation rate. After the sedimentation rate has been measured, the same tube is centrifuged at 3000 R/min for 30 minutes. The volume of packed red cells can be read from the number on the scale on the right side of the tube. The number at which level of packed red cells is found, multiplied by 10, will give the hematocrit reading in percentage.

DEPT.	PROG	TASK	TPO	MPO
07 09 04	MA	.118	118	001

ACTIVITY SHEET

118-001-003

"The Hematocrit"

Complete the following:

1. True or False?

_____ Hematocrit is the procedure for separating and measuring the volume of white blood cells in a given amount of blood.

2. True or False?

_____ The Adams Readacrit Centrifuge is also called the microhematocrit.

3. Calibrated tubes used in the hematocrit process usually contain how much blood?

- _____ A. 60mm
- _____ B. 40mm
- _____ C. 20mm
- _____ D. 10mm

4. Because blood from finger punctures coagulates easily, the capillary tubes are first heparinized or treated with a (an) _____.

5. After the capillary tube has been properly filled, which of the following activities is not correct?

- _____ A. Seal the capillary tube with seal-ease clay.
- _____ B. Place the sealed end of the tube toward the center of the centrifuge.
- _____ C. Balance the centrifuge with an equal number of tubes on both sides.
- _____ D. Turn on the centrifuge for five minutes.

6. When using the centrifuge with the sliding scale, take the reading

- _____ A. at the interface between the plasma and red cells.
- _____ B. at the interface between the seal and the plasma.
- _____ C. at the top of the fluid.
- _____ D. at the top of the packed red blood cells.

7. Hematocrit is subject to the interpretation of the _____.

8. Hematocrit is a prime test for

- _____ A. blood type.
- _____ B. anemia.
- _____ C. hemophilia.
- _____ D. hemoglobin.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	118	118	001

Answer Sheet

Activity Sheet 118 -001-003

Task 118

1. F
2. T
3. A
4. Anticoagulant
5. B
6. D
7. Physician
8. B

MICRO - PERFORMANCE OBJECTIVE #2

Perform hematocrit.

LEARNING STEPS

1. Review Resource #1 for the hematocrit test.
2. Complete Resource #2 to practice this task.
3. Complete Resource #3 for written evaluation.
4. Complete Resource #4 when you feel you can perform this task at mastery level.
5. Proceed to Resource #5.

RESOURCES

1. AV# MA-02795-S/T, "The Hematocrit", in LRC.
2. Activity Sheet 118-002-002, page 7, "The Hematocrit", in this guide.
3. Written Criterion Exam task 118. See instructor.
4. Performance checklist, task 118, pages 8-9, in this guide.
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
07 09 04	MA	118	118	002

ACTIVITY SHEET
118-002-002
"The Hematocrit"

Tools and Equipment Needed

Anti coagulant
Blood sample
Capillary tube
Centrifuge (microhematocrit)
Centrifuge tube
Charts
Seal-ease clay

Directions to the Student:

Assemble the necessary tools and equipment necessary for the procedure and practice the hematocrit. Follow each step correctly and in proper sequence.

Procedure:

1. Obtain the necessary equipment and tools.
2. Fill the capillary tube to the proper level with blood using the finer puncture method.
3. Seal it.
4. Place the tube in the microhematocrit centrifuge.
5. Make sure the sealed end is facing away from the center of the centrifuge.
6. Balance the centrifuge with the same amount of tubes on both sides.
7. Close the centrifuge cover and lock it.
8. Turn on the centrifuge for five minutes.
9. Use the charts provided to read the hematocrits directly in the centrifuge.
10. Take the reading.
11. Or, if using the centrifuge with the sliding scale, rotate the bottom of the tube until the top of the fluid is in alignment with the 100% scale.
12. Take a reading at the top of the packed red blood cells.
13. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	118	118	002

PROGRAM: MEDICAL ASSISTING

TASK: PERFORM HEMATOCRIT TEST

TASK # 118

PERFORMANCE

CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, perform a hematocrit.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 10 OUT OF 11 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 10 OUT OF 11 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	118	118	002

Page 8

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		Acc	Unacc
*	1. Obtain the necessary equipment and tools.		
*	2. Fill the capillary tube to the proper level with blood using the finger puncture method.		
*	3. Seal it.		
*	4. Place the tube in the microhematocrit centrifuge.		
*	5. Place sealed end facing away from the center of centrifuge.		
*	6. Balance the centrifuge.		
*	7. Close and lock the centrifuge cover.		
*	8. Turn on the centrifuge for five minutes.		
*	9. Read the hematocrit or sliding scale.		
*	10. Record the reading.		
	11. Clean up working area.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 10			
TOTAL POINTS POSSIBLE = 11			

DEPT.	PROG	TASK	TPO	MPO
07-09 04	MA	118	118	002

TOTAL POINTS EARNED =

POINTS NEEDED FOR MASTERY	=	10
TOTAL POINTS POSSIBLE	=	11

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	118	118	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 118

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON _____
_____ HEMATOCRIT TEST _____.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 8 out of 10 items correctly, (80 %).

DEPT.	PROG	TASK	TPO	MPO
07 09 04	MA	118	118	002

CRITERION EXAM 118
"THE HEMATOCRIT TEST"

A. Select the BEST answer.

1. When whole blood is mixed with an anticoagulant, the cells can be separated from the fluid portion by centrifugation. The fluid portion is called
 - A. serum.
 - B. plasma.
 - C. fibrinogen.
 - D. librin.
2. The hematocrit reading is low in cases of
 - A. infection.
 - B. anemia.
 - C. dehydration.
 - D. polycythemia.
3. The normal values for hematocrit readings in men are
 - A. 20-30%.
 - B. 37-47%.
 - C. 40-54%.
 - D. 55-65%.
4. Which of the following hematocrit readings would be outside of the normal range for women
 - A. 47%.
 - B. 44%.
 - C. 40%.
 - D. 37%.
 - E. 35%.
5. In making a finger puncture, a medical assistant should be careful to avoid
 - A. massaging the finger to promote circulation.
 - B. cleansing the site with 70% alcohol.
 - C. squeezing out blood in drops after puncturing the finger.
 - D. wiping away the first drop or two of blood with a sterile sponge.
6. Results of the hematocrit are expressed in
 - A. cubic millimeters per 100 ml of blood.
 - B. cubic centimeters per volume of blood.
 - C. cubic millimeters per 1 ml of blood.
 - D. millimeters of blood.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	118	118	002

CRITERION EXAM 118 (Continued)

"The Hematocrit Test"

7. The hematocrit reading is high in cases of
 - A. anemia.
 - B. infection.
 - C. hemorrhage.
 - D. dehydration.
8. Special capillary tubes containing a(an) _____ are used for the microhematocrit.
 - A. solution
 - B. anticoagulant
9. The macrohematocrit is done with
 - A. capillary blood.
 - B. venous blood.
 - C. red blood cells.
 - D. platelets.
10. The packed red blood cell volume is known as
 - A. hemoglobin.
 - B. hematocrit.
 - C. wintrobe method.
 - D. micro method.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	118	118	002

Key

Task 118

1. R
2. B
3. C
4. E
5. C
6. A
7. D
8. B
9. B
10. B

PROGRAM Medical Assisting

CRITERION EXAM

TASK # 098

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON _____
Hematocrit Test

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 8 out of 10 items correctly, (80 %).

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	098	098	002

CRITERION EXAM 098
"THE HEMATOCRIT TEST"

A. Select the BEST answer.

1. When whole blood is mixed with an anticoagulant, the cells can be separated from the fluid portion by centrifugation. The fluid portion is called:
 - A. Serum
 - B. Plasma
 - C. Fibrinogen
 - D. Fibrin
2. The hematocrit reading is low in cases of:
 - A. Infection
 - B. Anemia
 - C. Dehydration
 - D. Polycythemia
3. The normal values for hematocrit readings in men are:
 - A. 20-30%
 - B. 37-47%
 - C. 40-54%
 - D. 55-65%
4. Which of the following hematocrit readings would be outside of the normal range for women:
 - A. 47%
 - B. 44%
 - C. 40%
 - D. 37%
 - E. 35%
5. In making a finger puncture, a medical assistant should be careful to avoid:
 - A. Massaging the finger to promote circulation
 - B. Cleansing the site with 70% alcohol
 - C. Squeezing out blood in drops after puncturing the finger
 - D. Wiping away the first drop or two of blood with a sterile sponge
6. Results of the hematocrit are expressed in:
 - A. Cubic millimeters per 100 ml of blood
 - B. Cubic centimeters per volume of blood
 - C. Cubic millimeters per 1 ml of blood
 - D. Millimeters of blood

DEPT.	PROG	TASK	TPO	MPO
07-09 04	MA	098	098	002

CRITERION EXAM 098 (Continued)

"The Hematocrit Test"

7. The hematocrit reading is high in cases of:
 - A. Anemia
 - B. Infection
 - C. Hemorrhage
 - D. Dehydration
8. Special capillary tubes containing a/an _____ are used for the microhematocrit:
 - A. Solution
 - B. Anticogulant
9. The macrohematocrit is done with:
 - A. Capillary blood
 - B. Venous blood
 - C. Red blood cells
 - D. Platelets
10. The packed red blood cell volume is known as:
 - A. Hemoglobin
 - B. Hematocrit
 - C. Wintrobe method
 - D. Micro method

DEPT.	PROG	TASK	TPO	MPO
07,09 04	MA	098	098	002

ANSWER KEY
CRITERION EXAM
118

1. A
2. B
3. C
4. E
5. C
6. A
7. D
8. B
9. A
10. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task PERFORM BLOOD GROUPING AND RH TYPING

Purpose Proper blood classification of patient and donor before transfusions and knowledge of whether a patient is RH positive or negative prevents incompatibility of blood types. This learning guide will assist you to master blood grouping and Rh typing.

Program	Task	Est. Time	Prereq.
07.0904	119	4	

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given necessary tools and equipment, perform blood grouping and typing. To master this task you will score 17 out of 18 (90 %) on a performance checklist and 9 out of 10 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe blood grouping and typing.
2. Perform blood grouping and Rh typing.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
0709 04	MA	119	119

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe blood grouping and typing.

LEARNING STEPS

1. View Resource #1, for information on blood grouping and typing.
2. Read Resource #2 for information about blood typing.
3. Complete Resource #3 for a review of blood grouping and typing.
4. Proceed to Resource #4.

RESOURCES

1. Audio visual presentation, Av #Ma-02883-S/T in LRC. (Hoffman Occupational Learning Systems, Module 8.3 G "Blood Typing", Laboratory Techniques.)
2. Textbook: What You Should Know About Medical Lab Tests by B. Kliman, R. Verette and E. Kolowrat, 1979 edition, pages 101-103. (Thomas Crowell Publishers, 521 Fifth Ave New York, NY 10017)
3. Activity Sheet 119-001-003, "Review of Blood Grouping and Typing", pages 4-5, in this guide. See instructor.
4. MPO #2, page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	119	119	001

Page 3

ACTIVITY SHEET #119-001-003
 "Review of blood grouping and typing"

Complete the following:

- Match the percentage (of persons who have a certain blood type) in column B with the blood type in column A. Each percentage in column B may be used once, or not at all:

A	B
Blood Type	Percentage in Population
_____ A. A	1. 5
_____ B. AB	2. 10
_____ C. B	3. 20
_____ D. O	4. 35
	5. 40
	6. 45

- True or False?

_____ Type O blood will mix with any of the blood types.

- The blood type that will accept any blood type, but will not mix with other types is

- _____ A. A.
 _____ B. AB.
 _____ C. B.
 _____ D. O.

- When preparing to type a blood sample, where should the term "Anti-A" be marked on the slide.

- _____ A. Upper left corner of the first section.
 _____ B. Upper left corner of the second section.
 _____ C. Upper right corner of the first section.
 _____ D. Upper right corner of the second section.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	119	119	001

ACTIVITY SHEET 119-001-002

"Review of blood grouping and typing"

5. If neither of the sides of the blood sample slide agglutinates after 25 seconds, the blood type is
 - ☐ A. A
 - ☐ B. AB
 - ☐ C. B
 - ☐ D. O
6. Before testing for the Rh factor, preheat the microscope slide from ☐ F to ☐ F.
7. True or False?

☐ When testing for the Rh factor, if no agglutination occurs after two minutes the blood type is Rh positive.
8. ☐ Agglutination is clumping of red blood cells.
9. ☐ Blood grouping and typing serum should be stored between 2° to 8° C (35° - 46° F) when not in use.
10. Microscopic agglutination within two minutes indicates.
 - ☐ A. Rh+
 - ☐ B. O
 - ☐ C. Rh-
 - ☐ D. AB
11. The "universal donor" is
 - ☐ A. A
 - ☐ B. AB
 - ☐ C. B
 - ☐ D. O
12. The "universal recipient" is
 - ☐ A. A
 - ☐ B. AB
 - ☐ C. B
 - ☐ D. O

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	119	119	001

ACTIVITY SHEET 119-001-002

"Review of blood grouping and typing"

True or False?

13. _____ Erythroblastosis is a blood dyscrasia of the newborn due to incompatibility between the infant's blood and the mother's.
14. _____ In erythroblastosis the fetus has Rh-positive blood and its mother has Rh negative blood.
15. _____ The purpose of blood typing is to prevent blood group incompatibilities.
16. _____ Blood banks take elaborate precautions to prevent unusual reactions through a process called cross-matching.

Taken from Hoffman Educational Systems (Module 8.3G)

DEPT.	PROG	TASK	TPO	MPO
07-09 04	MA	119	119	001

MICRO - PERFORMANCE OBJECTIVE #2

Perform blood grouping and Rh typing.

LEARNING STEPS

1. Refer to Resource #1 from MPO #1 for a review on blood grouping and typing.
2. Practice blood grouping and typing by completing Resource #2.
3. Complete Resource #3 when you feel you have mastered this task.
4. Complete Resource #4 for written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. Audio visual presentation, AV# MA-02883-S/T in LRC.
2. Activity sheet 119-002-002, "Blood grouping and typing," pages 8, in this guide.
3. Performance checklist Task #119 "Blood grouping and typing," pages 9-10, in this guide.
4. Written Criterion Exam Task #119 "Blood grouping and typing." See instructor.
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
07-82 04	MA	119	119	002

ACTIVITY SHEET 119-002-002

"BLOOD GROUPING AND TYPING"

Directions to the Student:

Assemble all tools and equipment necessary for this procedure and practice blood grouping and Rh typing.

Tools and Equipment Needed:

Anti - A serum
 Anti - B serum
 Anti - Rh or Anti - D serum
 Applicator sticks
 Blood sample
 Light box
 Microscopic slides
 Wax pencil

PROCEDURE:

1. Obtain the necessary materials and equipment.
2. Draw a line down the center of a clean slide.
3. Mark Anti-A in the upper left corner of the first section.
4. Mark Anti-B in the upper left corner of the second section.
5. Place a drop of the patient's blood on the Anti-A side.
6. Place another drop of the patient's blood on the Anti-B side.
7. Place one drop of serum A on the A side.
8. Place one drop of serum B on the B side.
9. Mix the Anti-A serum with the blood sample.
10. Mix the Anti-B serum with the blood.
11. Determine the type of blood.
12. Get another clean slide.
13. Preheat the test slide.
14. Take a drop of the Anti-Rh serum and place it on the slide.
15. Place two drops of the patient's blood in the middle of the serum.
16. Mix the Anti-Rh serum with the blood, using a clean applicator stick.
17. Rock and rotate the slide as you mix, using a light box.
18. After two minutes, determine the Rh factor.
19. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	119	119	002

Page 8

PROGRAM: MEDICAL ASSISTING

TASK: PERFORM BLOOD GROUPING RH TYPING

TASK # 119

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ **EVALUATION SITE** _____

EVALUATOR'S NAME _____ **PERFORMANCE ATTEMPT** 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, perform blood grouping and RH typing.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 17 OUT OF 18 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 17 OUT OF 18 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	119	119	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 119

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING BLOOD
GROUPING AND Rh TYPING.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	119	119	002

CRITERION EXAM #119

"PERFORM BLOOD GROUPING AND Rh TYPING"

Name _____ Date _____

A. Choose the BEST answer.

1. The most popular blood type is
 - A. A.
 - B. AB.
 - C. B.
 - D. O.
2. The blood type that will accept any blood type, but will not mix with other types is
 - A. A.
 - B. AB.
 - C. B.
 - D. O.
3. The blood type that will mix with any of the blood types is
 - A. A.
 - B. AB.
 - C. B.
 - D. O.
4. When preparing to type a blood sample, where should the term "Anti-A" be marked on the slide?
 - A. Upper left corner of the first section.
 - B. Upper left corner of the second section.
 - C. Upper right corner of the first section.
 - D. Upper right corner of the second section.
5. If neither of the sides of the blood sample slide agglutinates after 25 seconds, the blood type is
 - A. A.
 - B. AB.
 - C. B.
 - D. O.
6. When testing for the Rh factor, if no agglutination occurs after two minutes, the blood type is
 - A. Rh+
 - B. O+
 - C. Rh-
 - D. O-

DEPT.	PROG	TASK	TPO	MPO
07. 0904	MA	119	119	002

CRITERION EXAM # 119 (Cont.)

7. Agglutination is
- A. separating of blood cells.
 - B. clumping of red blood cells.
 - C. spreading of red blood cells.
 - D. clotting of blood cells.
8. A blood disorder due to incompatibility between the infant's blood and the mother's is
- A. erythroblastosis.
 - B. erythropenia.
 - C. erythrocytasis.
 - D. erythrocythemia.
9. A person with a group O blood is a
- A. universal donor.
 - B. universal receipient.
 - C. Both A and B.
 - D. None of the above.
10. Blood grouping and typing serum should be _____ when not in use.
- A. stored
 - B. refrigerated
 - C. tightly closed
 - D. labeled

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	119	119	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task PERFORM VENIPUNCTURE

Purpose Generally there are two sources of blood for laboratory testing, capillary and venous blood. These sources of blood can be collected by the medical assistant. This learning guide will assist you to master venipuncture.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	120	22 hours	

1/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

22 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, perform venipuncture. To master this task you will score 28 out of 31 (90%) on a performance checklist and 14 out of 15 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe venipuncture.
2. Perform venipuncture.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	120	120

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe venipuncture.

LEARNING STEPS

1. View Resource #1 for information on venipuncture.
2. Read Resource #2 for information on venipuncture.
3. Read Resource #3 for information on specimen collection and preparation.
4. Complete Resource #4 for identification of vacutainers.
5. Complete and hand in Resource #5 for a review of venipuncture.
6. Proceed to Resource #6.

RESOURCES

1. Audio-visual presentation, AV#-MA-02892-ST, in LRC.
2. Textbook: The Medical Office Assistant, Administrative and Clinical, by Frederick & Kinn, 5th edition, pages 614-620. (W.B. Saunders Co., Philadelphia, PA), in LRC.
3. Handbook of Specimen Collection and Preparation, chapter 1 and 2, pages 24-26. (American Association of Medical Assistants, One East Wacker Drive, Chicago, IL) in LRC.
4. Activity Sheet 120-001-004, "Identification of Vacutainers," page 4, of this guide.
See instructor for evaluation.
5. Activity Sheet 120-001-005, "Review of Venipuncture," pages 5-6, in this guide.
See instructor for evaluation.
6. MPO #2, page 7, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	001

ACTIVITY SHEET 120-001-004

"Identification of Vacutainers"

1. Using reliable resources, type a list of tubes, colored toppers of vacutainer tubes, the additives, and purposes of each.

Example:

<u>Tubes</u>	<u>Color of Stopper</u>	<u>Additive</u>	<u>Purpose</u>
Serum separation tube	Gray and Red	Inert Polumer Barrier raterial	Chemistry

Recommended Resource: Becton-Dickinson and Company, Rutherford, New Jersey 07070

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	001

ACTIVITY SHEET 120-001-005

"Review of Venipuncture"

Use a separate sheet of paper for your answers, do not write on this guide.

True or False. Correct false answers.

- _____ 1. If blood starts to flow but immediately stops while doing a venipuncture, the needle may have penetrated both vein walls and entered the tissue behind the vein.
- _____ 2. If a vein has collapsed, it may help to apply pressure above the puncture site with two fingers and then release.
- _____ 3. All specimens must be labeled accurately and nearly, with age, sex, physician's name, date specimen was collected and sent to the lab, source of specimen, specified test requested, and possible diagnosis.
- _____ 4. Venipuncture is used when a vein is punctured to withdraw blood or to administer a medication into the vein and circulatory system.
- _____ 5. An anticoagulant is added to form a clot.
- _____ 6. The medical assistant should release the tourniquet after withdrawing the needle.
- _____ 7. The appropriate gauge needle to use when performing venipuncture of veins in the forearm is 20 or 21 gauge.
- _____ 8. In the performance of any venipuncture, it is most important to remember that before withdrawing the needle the pressure should not be eased by releasing the tourniquet and instructing the patient to release his fist.
- _____ 9. EDTA, Heparin, Sodium citrate, and Potassium oxalate are anticoagulants in vacutainer tubes.
- _____ 10. If a patient begins to feel faint while you are performing a venipuncture you would help him put his head between his knees and hold some smelling salts (ammonia inhalant) beneath his nose.
- _____ 11. A gray stopper vacutainer tube is used for glucose determinations.
- _____ 12. A red stopper vacutainer tube is used for blood chemistries.
- _____ 13. Brown stopper vacutainer tubes are used for lead determination.
- _____ 14. Purple stopper vacutainer tubes are used for hematology studies.
- _____ 15. Blood banking vacutainer tube stoppers are yellow.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	129	001

(Continued)
ACTIVITY SHEET 120-001-005
"Review of Venipuncture"

- _____ 16. Blue and black vacutainer tubes colored stoppers are used for coagulation studies.
- _____ 17. When serum is required for blood chemistries a gray/red colored stopper is used.
- _____ 18. When mixing blood with an anticoagulant or preservative, you should invert the tube gently 10-12 times, using a rapid twisting wrist motion.
- _____ 19. When performing venipuncture, as soon as blood begins to flow into the collection tube you should ask the patient to release the tourniquet.
- _____ 20. During venipuncture, if blood flow begins and then stops, you should slowly withdraw the needle until the flow of blood resumes.
- _____ 21. The tightened tourniquet should never be on the arm for more than two minutes.
- _____ 22. The tourniquet should be applied before the patient is asked to make a fist.
- _____ 23. When centrifuging blood specimens you should remove the tube stopper.
- _____ 24. During venipuncture, when signs of hematoma begin to appear, you should withdraw the needle, apply local pressure, and attempt venipuncture on the other arm.
- _____ 25. Before applying the tourniquet, gently palpate over the area and select the vein (a spongy feeling).
- _____ 26. Venipuncture may be difficult in obese persons because they are likely to have superficial small veins that are not sufficient to obtain adequate samples.
- _____ 27. When serum is required for laboratory testing, you should draw blood in the amount of three times the required volume of serum.
- _____ 28. When venipuncture is required in a frightened infant or child, the best method of management is to ask your associates to restrain the child.
- _____ 29. Permit tubes to fill completely.
- _____ 30. Be as gentle as possible, drawing blood slowly and steadily.
- _____ 31. Shaking the tube will cause gross hemolysis.
- _____ 32. Instruct the patient prior to collection.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform venipuncture.

LEARNING STEPS

1. View Resource #1 for a review of venipuncture techniques.
2. Practice venipuncture by completing Resource #2.
3. Complete Resource #3 when you feel you have mastered this task.
4. Complete Resource #4 for written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. Audio-visual presentation, AV-#MA-02892-ST, in LRC.
2. Activity Sheet 120-002-002, "Venipuncture Technique," page 8-9, in this guide.
3. Performance Checklist #120, "Venipuncture," pages 10-12, in this guide. See instructor.
4. Written Criterion Exam #120. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

ACTIVITY SHEET 120-002-002

"Venipuncture Technique"

Directions to the student:

Given the necessary tools and equipment, practice venipuncture techniques following procedure steps in order.

Tools and equipment needed:

Vacuum blood collecting unit such as
 Vacutainer Glass tube (s) with rubber stopper
 Plastic holder with guide line
 Double-pointed needle with sheath
 Tourniquet
 Skin disinfectant swabs
 Sterile dry cotton balls
 Elastic bandage strips
 Labels and laboratory forms
 Destru-clip

-OR-

Syringe, 10cc or 20cc (sterile and dry)
 Needle, 19-21 guage, 1-1½ inch.
 Collection tube(s) with rubber stopper
 Labels and laboratory forms
 Destru-clip

Procedure:

1. Greet patient.
2. Ask for doctor's order if out-patient.
3. Ask patient for first and last name.
4. If name is unclear, ask patient to spell it.
5. Ask patient's fasting state and if on any medication.
6. Assemble supplies.
7. Open single or multiple sample needle (do not remove sheath).
8. Thread needle into holder and tighten firmly.
9. Slide collection tube into holder, carefully pushing tube forward until needle touches stopper.
10. Push tube forward until top edge of stopper meets guideline on holder.
11. Select the best vein, by sight, by palpation.
12. Secure tourniquet.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

(Continued)

ACTIVITY SHEET 120-002-002

"Venipuncture Technique"

13. Swab site with 70% alcohol.
14. Recleanse finger if vein is repalpated.
15. Dry puncture site.
16. Position self in front of patient.
17. Position vein.
18. Enter vein - bevel up.
19. Initiate vacuum suction.
20. Loosen tourniquet immediately.
21. Allow tube to fill completely.
22. For multiple samples:
 - A. Remove first collection tube.
 - B. Gently insert second vacutainer tube.
 - C. Puncture the stopper by gently pushing forward.
23. Remove entire assembly from arm after all samples have been drawn.
24. Immediately apply pressure to puncture site.
25. Check patient's arm to ensure bleeding has stopped.
26. Apply adhesive bandage.
27. Mix any samples containing an anticoagulant.
28. Label all tubes properly.
29. Dispose of needle properly.
30. Clean area.
31. Wash hands.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

PROGRAM: MEDICAL ASSISTING
TASK: PERFORM VENIPUNCTURE
TASK # 120

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given necessary tools and equipment, perform venipuncture.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 28 OUT OF 31 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 28 OUT OF 31 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MFO
070904	MA	120	120	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC
	1. Greet patient.		
*	2. Ask for doctor's order if out patient.		
*	3. Ask patient for first and last name.		
	4. If name is unclear, ask patient to spell it.		
*	5. Ask patient's fasting state and if on any medication.		
*	6. Assemble supplies.		
*	7. Open single or multiple sample needle (do not remove sheath).		
*	8. Thread needle into holder and tighten firmly.		
*	9. Slide collection tube into holder, carefully pushing tube forward until needle touches stopper.		
*	10. Push tube forward until top edge of stopper meets guideline on holder.		
*	11. Select the best vein, by sight, by palpation.		
*	12. Secure tourniquet.		
*	13. Swab site with 70% alcohol.		
*	14. Recleanse finger if vein is repalpated.		
*	15. Dry puncture site.		
*	16. Position self in front of patient.		
*	17. Position vein		
*	18. Enter vein, bevil up.		
*	19. Initiate vacuum suction.		
*	20. Loosen tourniquet immediately.		

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC.
*	21. Allow tube to fill completely.		
*	22. For multiple samples: a. Remove first collection tube. b. Insert second vacutainer tube. c. Puncture the stopper by gently pushing forward.		
	23. Remove entire assembly from arm after all samples have been drawn		
*	24. Apply pressure to puncture site immediately.		
*	25. Check patient's arm to ensure bleeding has stopped.		
*	26. Apply adhesive bandage.		
*	27. Mix any samples containing an anticoagulant.		
*	28. Label all tubes properly.		
*	29. Dispose of needle properly.		
*	30. Clean area.		
	31. Wash hands.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 28			
TOTAL POINTS POSSIBLE = 31			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 120

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORM VENIPUNCTURE.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 14 out of 15 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

WRITTEN CRITERION EXAM

TASK #120

"Perform Venipuncture"

Use a separate sheet of paper for your answers, do not write on this guide.

Select the BEST answer in each case.

1. If a patient begins to feel faint while you are performing a venipuncture the proper course of action would be to
 - A. have the patient lie down immediately.
 - B. help him put his head between his knees and hold some smelling salts (ammonia inhalant) beneath his nose.
 - C. call the doctor to come and help you.
2. The appropriate gauge needle to use when performing venipunctures on veins in the forearm is
 - A. 18 gauge
 - B. 20 or 21 gauge.
 - C. 22 gauge
 - D. 25 or 26 gauge.
3. In the performance of any venipuncture, it is most important to remember that before withdrawing the needle
 - A. an alcohol moistened sponge should be pressed over the site.
 - B. the patient should be eased by releasing the tourniquet and instructing the patient to release his fist.
 - C. the patient should clinch his fist.
 - D. you should ask the patient how he feels.
4. When whole blood is mixed with an anticoagulant, the cells can be separated from the fluid portion by centrifugation. The fluid portion is called
 - A. serum.
 - B. plasma.
 - C. fibrinogen.
 - D. fibrin.
5. If a medical assistant has responsibility for performing venipunctures, he/she should do all the following except
 - A. instruct the patient to hold his arm straight and stiff.
 - B. apply the tourniquet just above the elbow.
 - C. swab the area of the puncture with an alcohol sponge.
 - D. insert the needle, bevel up.
 - E. release the tourniquet after withdrawing the needle.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

(Continued)

WRITTEN CRITERION EXAM

TASK #120

"Perform Venipuncture"

6. When performing venipuncture, as soon as blood begins to flow in to the collection tube, you should
 - A. position holder and tube so that blood will not flow to the bottom of the tube.
 - B. ask the patient to release the tourniquet.
 - C. remind the patient to keep his fist closed.
 - D. release the tourniquet.
7. After completion of venipuncture, you should apply pressure to the puncture site with a sterile swab. The next step is to ask the patient to
 - A. hold swab in position by bending his arm.
 - B. hold swab in position by applying thumb pressure.
 - C. extend arm above his head and to hold swab firmly in position with his thumb.
 - D. extend arm above his head and to hold swab firmly in position with his fingers.
8. During venipuncture, when signs of hematoma begin to appear, you should
 - A. withdraw the needle, apply local pressure, and attempt venipuncture on the other arm.
 - B. withdraw the needle, apply local pressure, and attempt venipuncture on the same arm.
 - C. probe gently for deeper vein entry, and draw blood as quickly as possible.
 - D. apply more pressure, and draw the blood as quickly as possible.
9. During venipuncture, if blood flow begins and then stops, you should
 - A. probe more deeply with the needle until the flow of blood resumes.
 - B. quickly withdraw the needle and select another puncture site.
 - C. slowly withdraw the needle until the flow of blood resumes.
 - D. move the needle so that it is at a perpendicular angle to the site.
10. The tightened tourniquet should never be on the arm for more than
 - A. 30 seconds.
 - B. 60 seconds.
 - C. 2 minutes.
 - D. 3 minutes.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002

(Continued)
WRITTEN CRITERION EXAM
TASK #120
"Perform Venipuncture"

11. The tourniquet should be applied
- A. immediately after swabbing of the puncture site.
 - B. before the patient is asked to make a fist.
 - C. after the patient has clenched and unclenched his fist several times.
 - D. in close proximity to the vein of choice.
12. Venipuncture may be difficult in obese persons because they are likely to have
- A. so-called "rolling" veins that tend to roll away from the intended entry site when the needle is placed for entry.
 - B. many sclerosed or scarred veins that make a needle entry difficult.
 - C. thin-walled veins that tend to collapse when the vacuum tube is applied.
 - D. many visible superficial small veins that are not sufficiently productive to obtain adequate samples.
13. When venipuncture is required in a frightened, active infant or child, the best method of management is
- A. a procedure called "wrapping."
 - B. to ask the parents to restrain the child.
 - C. to ask your associates to restrain the child
 - D. to tell the child that the needle won't hurt.
14. When serum is required for laboratory testing, you should draw blood
- A. in the exact amount specified by the laboratory.
 - B. in the amount of two times the required volume of serum.
 - C. in the amount of three times the required volume of serum.
 - D. in the amount of 2½ times the required volume of serum.
15. When centrifuging blood specimens, you should
- A. always insert the tube stopper end down.
 - B. insert the tube stopper end down when plasma is required.
 - C. always remove the tube stopper.
 - D. never remove the tube stopper.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	120	120	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

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312/620-8770

Produced By

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A LEARNING GUIDE

Task

PERFORM WHITE BLOOD CELL COUNT

Purpose

Blood counts can be done using either capillary or venous blood. The counting of red and white blood cells is done on a specially ruled and scored piece of flat glass called a counting chamber. This learning guide will assist you to master performing a white blood cell count.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	121	16 Hours	

9/81

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

16

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given needed tools and equipment, perform a white blood cell count.
To master this task you will score 8 out of 9 and 14 out of 15 (90%)
on a performance checklist and 9 out of 10 (90%) on a written criterion
exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe white blood cell count.
2. Perform white blood cell count.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance
requirement within _____ to _____. I further recognize that
the conditions of the contract (performance and time agreement) report my ability to
perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	121	121

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe white blood cell count.

LEARNING STEPS

1. View Resource #1 for information on white blood cell count.
2. Read Resource #2 on the total white blood cell count.
3. Complete Resource #3 for a review of the white blood cell count.
4. Proceed to Resource #4.

RESOURCES

1. Audiovisual presentation, MA #02814-S/T, in LRC.
(Hoffman Occupational Learning Systems, Module 8.3D, "Laboratory Techniques")
2. Textbook: What You Should Know About Medical Lab Tests, by Kliman, Wermette, and Kolowrat, 1979 edition, pages 84-85.
3. Activity Sheet 121-001-003, pages 4-5, "Review WBC Count," in this guide.
See instructor.
4. MPO #2, page 6, in this guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	121	121	001

ACTIVITY SHEET 121-001-003

"Review WBC Count"

Use a separate sheet of paper for your answers, do not write on this guide.

Complete the following:

1. True or false?

_____ White blood cells are fighters against infection and come in a number of different forms.

2. An elevation in bacterial infection may range from

- A. 12,000 to 20,000.
- B. 5,000 to 10,000.
- C. 4.2 to 5.4 million.
- D. 3.6 to 5.0 million.

3. A factor which depress the white cell count is in

- A. bacterial infections.
- B. viral infections.
- C. leukemia.
- D. appendicitis.

4. True or false?

_____ Strenuous exercise, anxiety, and emotional stress can elevate the white cell count.

5. On the hemacytometer, the white cell counting areas are the

- A. four corners.
- B. four corners and the square directing in the center.
- C. 80 counting squares.
- D. 25 large squares.

6. The blood is drawn up to what mark on the reusable pipette?

- A. 101
- B. 0.5
- C. 0.8
- D. 11.0

7. True or false?

_____ An unopette is a disposable pipette.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	121	121	001

(Continued)

ACTIVITY SHEET 121-001-003

"Review WBC Count"

8. Tap the reservoir of the disposable pipette gently on the table to
- A. seat the pipette in the reservoir neck.
 - B. puncture the diaphragm in the neck of the reservoir.
 - C. disengage the shield from the pipette.
 - D. force all the fluid to the bottom of the reservoir.
9. True or false?
- _____ White cells are counted with low and high power objectives.
10. When counting the white cells, count only those that
- A. touch the left and upper side of the square, and are in the center.
 - B. touch the right and bottom lines of the square.
 - C. are located outside the center line.
 - D. touch all lines of a triple line.
11. When the count of white blood cells is complete, multiply the total by
- A. 16.
 - B. 50.
 - C. 64.
 - D. 80.
12. To obtain an accurate count with a unopette, add ten percent to the total amount of cells counted and then multiply by
- A. 10.
 - B. 25.
 - C. 50.
 - D. 100.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	121	121	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform white blood cell count.

LEARNING STEPS

1. Observe Resource #1 for a demonstration.
2. Complete Resource #2 for practice on performing the white blood cell count.
3. Complete Resource #3 for a performance evaluation.
4. Complete Resource #4 for written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 121-002-002, "Practice the White Blood Cell Count," page 7, in this guide.
3. Performance Checklist Task #121, page 8, in this guide. See instructor.
4. Written Criterion Exam Task #104. See instructor.
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	121	121	002

ACTIVITY SHEET 121-002-002
"Practice the White Blood Cell Count"

Directions to the student:

Given the necessary tools and equipment, practice performing a white blood cell count.

Tools and equipment needed:

Blood sample
Hemocytometer and cover slip
White pipettes (reusable, disposable)
Microscope
Slides
Alcohol
0.1 Normal HCl or 2% Acetic Acid

Procedure:

1. Perform finger puncture.
2. Draw the blood with the white pipette.
3. Draw the white cell dilute into the pipette.
4. Shake the pipette and expel three drops.
5. Charge the hemocytometer.
6. If using the disposable pipette, check to be sure it is in the white blood cell count pipette.
7. Use the disposable pipette; force the fluid to the bottom of the reservoir.
8. Puncture the diaphragm in the reservoir.
9. Disengage the shield.
10. Touch the capillary tube to the blood.
11. Insert capillary tube into reservoir.
12. Squeeze reservoir to get all the blood out of the capillary bore.
13. Close the pipette and invert it several times.
14. Convert the assembly to a dropper.
15. Charge the hemocytometer.
16. Place the hemocytometer on the mechanical stage of the microscope below the lower power objective.
17. Count the white cells in the white cell counting areas.
18. Multiply the count by (reusable pipette) or add 10% of total cells counted, then multiply by 100 (disposable pipette).
19. Clean the hemocytometer and cover slide.
20. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	121	121	002

PROGRAM: MEDICAL ASSISTING
TASK: PERFORM WHITE BLOOD CELL COUNT
TASK # 121

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given needed tools and equipment, perform white blood cell count.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 8 (14) OUT OF 9 (15) POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 8 (14) OUT OF 9 (15) POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	121	121	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		YES	NO										
	<u>REUSABLE PIPETTE</u>												
*	1. Draw the blood with the white pipette.												
*	2. Draw the white cell dilute into the pipette.												
*	3. Shake the pipette and expel three drops.												
*	4. Charge the hemacytometer.												
*	5. Place the hemacytometer on the mechanical stage of the microscope below the low power objective.												
*	6. Count the white cells in the white cell counting areas.												
*	7. Multiply the count by 50.												
*	8. Clean the hemacytometer and cover slide.												
	9. Clean working area.												
	<u>DISPOSABLE PIPETTE</u>												
	1. Check to be sure it is the white blood cell count pipette.												
*	2. Force the fluid to the bottom of the reservoir.												
*	3. Puncture the diaphragm in the reservoir.												
*	4. Disengage the shield.												
*	5. Touch the capillary tube to the blood.												
*	6. Insert capillary tube into reservoir.												
*	7. Squeeze reservoir to get all the blood out of the capillary bore.												
*	8. Close the pipette and inverted it several times.												
*	9. Convert the assembly to a dropper.												
*	10. Charge the hemacytometer.												
*	11. Place the hemacytometer on the mechanical stage of the microscope below the low power objective.												
*	12. Count the white cells in white cell counting areas.												
*	13. Add 10% of total cells counted and multiply by 100.												
*	14. Clean the hemacytometer and cover slide.												
	15. Clean working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 8 (14)													
TOTAL POINTS POSSIBLE = 9 (15)													
<table border="1" style="margin: auto;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>020904</td> <td>MA</td> <td>121</td> <td>121</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	020904	MA	121	121	002
DEPT.	PROG	TASK	TPO	MPO									
020904	MA	121	121	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 121

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING THE WHITE
BLOOD CELL COUNT.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	121	121	002

CRITERION EXAM TASK #121

"The White Blood Cell Count"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____

Date _____

A. Circle the BEST answer.

1. On the hemacytometer, the white cell counting areas, using a reusable pipette are the
 - A. four corners.
 - B. four corners and the square directly in the center.
 - C. 80 counting squares.
 - D. 25 large squares.
2. The blood is drawn up to what mark on the reusable pipette?
 - A. .5
 - B. .8
 - C. 11.0
 - D. 101.0
3. Tap the reservoir of the disposable pipette gently on the table to
 - A. seat the pipette in the reservoir neck.
 - B. puncture the diaphragm in the neck of the reservoir.
 - C. disengage the shield from the pipette.
 - D. force all the fluid to the bottom of the reservoir.
4. When counting the white cells, count only those that
 - A. touch the left and upper side of the square, and area in the center.
 - B. touch the right and bottom lines of the square.
 - C. are located outside the center line.
 - D. touch all lines of a triple line.
5. When the count of white blood cells using a unopette is complete add 10% and multiply the total by
 - A. 10.
 - B. 25.
 - C. 50.
 - D. 100.
6. The normal WBC's per cubic millimeter for both men and women is
 - A. 10000 to 3000.
 - B. 5,000 to 00,000.
 - C. 25,000 to 50,000.
 - D. 100,000 to 300,000.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	121	121	002

(Continued)

CRITERION EXAM TASK #121

"The White Blood Cell Count"

7. All WBC pipettes are made so that if blood is drawn to the 0.5 mark and diluted to the 11 mark, the dilution will be
- A. 1.5.
 - B. 1.10.
 - C. 1.15.
 - D. 1.20.
8. The WBC diluting fluid required to perform a white blood cell count is
- A. Hayem's.
 - B. 2% acetic acid (Turck's solution).
 - C. Sodium chloride.
 - D. Aqueous.
9. White blood cell counts are performed using the _____ objective.
- A. scanning
 - B. low power
 - C. high power
 - D. oil immersion
10. A unopette is a _____ pipette.
- A. reusable
 - B. disposable
 - C. unmarked
 - D. marked

DEPT.	PROG	TASK	TPO	MPO
070904	MA	121	121	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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Produced By
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A LEARNING GUIDE

Task EXTRACT AND PREPARE BLOOD FOR RED BLOOD CELL COUNT

Purpose The medical assistant may be required to obtain blood samples for routine office tests. This guide will assist you to extract and prepare blood for red blood cell count.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	122	4 hours	

9/81

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

4 hours

SOCIAL SECURITY NUMBER _____

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given needed tools and equipment, extract and prepare blood for a red blood count. To master this task you must score 13 out of 14 or 90% on a performance checklist and 9 out of 10 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Extract and prepare blood for a red blood cell count.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07-09 04	MA	122	122

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Extract and prepare blood for red blood cell count.

LEARNING STEPS

1. View Resource #1 on extracting and preparing blood for red blood cell count.
2. Complete Resource #2 to review this procedure. Hand in to instructor for evaluation.
3. Complete Resource #3 to practice this task.
4. Complete Resource #4 when you feel you can perform this task at mastery level.
5. Complete Resource #5 for written evaluation.
6. Proceed to Resource #6.

RESOURCES

1. Audio visual presentation #MA-02813-S/T.
"Extracting blood...preparing it for red blood cell count" in LRC. (Hoffman Occupational Learning Systems, Module 8.3B, Laboratory Techniques.)
2. Activity Sheet (122-001-002)
"Review of extraction and preparation of blood", pages 4-5 in this guide.
3. Activity Sheet (122-001-003)
"Extracting and preparing for red blood cell count", pages 6-7 in this guide.
4. Performance checklist Task #122
pages 8-10 in this guide.
See instructor.
5. Written Criterion Exam #122.
See instructor.
6. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
07/09 04	MA	122	122	001

ACTIVITY SHEET
(122-001-002)

"REVIEW OF EXTRACTION AND PREPARATION OF BLOOD"

Complete the following:

1. True or False?

_____ The red blood pipette has a red bead in the bulb.

2. True or False?

_____ Avoid using the ring finger to make the puncture for extracting blood.

3. If a second drop of blood doesn't appear after the first drop is wiped away, it will be necessary to

- _____ A. rub the finger briskly with alcohol-saturated cotton.
_____ B. squeeze the finger.
_____ C. massage the finger from its base to first joint.
_____ D. make a second puncture in the same finger.

4. The blood is drawn up to what mark on the reusable pipette?

- _____ A. 10.1
_____ B. 0.5
_____ C. 0.8
_____ D. 101

5. Why is it necessary to keep the pipette as nearly horizontal as possible?

- _____ A. the blood will be drawn into the pipette by capillary attraction.
_____ B. the blood will not be drawn up too far.
_____ C. air bubbles cannot seep in.
_____ D. the patient's hand can hang down, letting gravity help the blood flow.

6. Which of the following is not the correct procedure when mixing the blood sample with Hayems dilute solution?

- _____ A. slowly release the blood sample from the pipette into the solution in the beaker.
_____ B. do not draw solution into the pipette too fast.
_____ C. keep the pipette erect.
_____ D. rotate the pipette in the fingers while drawing in the solution.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	122	122	001

ACTIVITY SHEET

(122 -001-002) Continued

7. True or False?

_____ When using the disposable pipette, capillary attraction will fill the pipette to mix the solution; when enough blood has been collected.

8. True or False?

_____ When using the disposable pipette, it is not necessary to shake the pipette to mix the solution; squeezing the reservoir gently two or three times will mix the solution.

DEPT.	PROG	TASK	TPO	MPO
07 09 04	MA	122	122	001

Page 5

ACTIVITY SHEET
(122-001-003)

"Extracting and Preparing for Red Blood Cell Count"

Tools and Equipment Needed:

Tray
Sterile disposable blood lance
Alcohol
Cotton balls
Blood pipettes (red and white, disposable and reusable)
Rubber hose with a mouthpiece
Hayems solution
Small beaker
Towel

Directions to the student:

Assemble the necessary tools and equipment necessary for this procedure and practice extracting for red blood cell count. Follow each step correctly and in proper sequence.

DEPT.	PROG	TASK	TPO	MPO
07-09 04	MA	122	122	001

"Reusable Pipette"

1. Prepare the tray setup for the test.
2. Identify patient.
3. Have the tray setup within easy reaching distance.
4. Place a clean towel across the patient's lap.
5. Explain to the patient what is going to be done.
6. Assure the patient that there will be only a minimal amount of pain.
7. Ask the patient to extend whichever finger is preferential, but avoid using the ring finger.
8. Clean the finger using 70% alcohol.
9. Take the patient's finger and massage it.
10. Do not massage the area where you intend to make the puncture.
11. Puncture the finger with the steel lance.
12. Use a cotton ball to wipe away the first drop of blood.
13. With the tip of the pipette resting against the patient's finger, draw the blood up to the 0.5 mark.
14. Wipe the tip of the pipette quickly with cotton.
15. Place the tip of the pipette in the Hayems dilute solution.
16. Do not allow the bloodsample to escape into the beaker of solution.
17. Do not draw the solution into the pipette too fast.
18. Do keep the pipette erect and rotating in the fingers.
19. Draw the dilute solution into the pipette to reach exactly to the 101 mark, and raise it to the horizontal attitude.
20. Shake the pipette.
21. When using a disposable pipette for the red blood cell count, prepare the reservoir.
22. Puncture the patient's finger.
23. Remove the pipette from the shield and touch the tip of it to the finger.
24. Insert the capillary tube into the reservoir.
25. Seat the pipette in the reservoir neck.
26. Release the pressure on the reservoir at the same time you remove your finger from the pipette.
27. Squeeze the reservoir gently two or three times.
28. Place your finger over the opening and gently invert it several times.
29. Convert the pipette to a dropper.
30. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
07.09 04	MA	122	122	001

PROGRAM: MEDICAL ASSISTING

TASK: EXTRACT AND PREPARE BLOOD FOR RED BLOOD COUNT

TASK # 122

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given needed tools and equipment, extract and prepare blood for red blood cell count.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE AT LEAST 13 OUT OF 14 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE 13 OUT OF 14 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	122	122	001

Page 8

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		Acc	Unacc										
	<u>REUSABLE PIPETTE</u>												
	1. Place a clean towel across the patient's lap.												
*	2. Explain to the patient what is going to be done.												
*	3. Ask the patient to extend whichever finger is preferential, but avoid using the ring finger.												
*	4. Cleanse the finger.												
*	5. Take the patient's finger and massage it.												
*	6. Puncture the finger with the steel lance.												
*	7. Use a cotton ball to wipe away the first drop of blood.												
*	8. Draw the blood up to the 0.5 mark.												
*	9. Wipe the tip of the pipette quickly with cotton.												
*	10. Place the tip of the pipette in the Hayems dilute solution.												
*	11. Draw the dilute solution into the pipette to reach exactly to the 101 mark, and raise it to the horizontal attitude.												
*	12. Shake the pipette.												
*	13. Prepare to charge hemacytometer.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 13													
TOTAL POINTS POSSIBLE = 14													
<table border="1" style="width: 100%;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>07.09 04</td> <td>MA</td> <td>122</td> <td>122</td> <td>001</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	07.09 04	MA	122	122	001
DEPT.	PROG	TASK	TPO	MPO									
07.09 04	MA	122	122	001									

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		Acc	Unacc										
	<u>DISPOSABLE PIPETTE - UNOPETTE</u>												
	1. Place a clean towel across patient's lap.												
*	2. Explain to the patient the procedure.												
*	3. Prepare the reservoir to be done.												
*	4. Ask the patient whichever finger is preferential, but avoid using the ring finger.												
*	5. Cleanse the finger.												
*	6. Take the patient's finger and massage it.												
*	7. Puncture the patient's finger.												
*	8. Remove the pipette from the shield and touch the tip of it to the blood.												
*	9. Insert the capillary tube into the reservoir.												
*	10. Seat the pipette in the reservoir neck.												
*	11. Release the pressure on the reservoir at the same time the finger was removed from the pipette.												
*	12. Squeeze the reservoir gently two or three times.												
*	13. Convert the pipette to a dropper.												
*	14. Prepare to charge hemacytometer.												
	TOTAL POINTS EARNED =												
	POINTS NEEDED FOR MASTERY = 13 TOTAL POINTS POSSIBLE = 14												
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DEPT.	PROG	TASK	TPO	MPO									
07.09 04	MA	122	122	001									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 122

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON extracting blood and
preparing it for a red blood cell count.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
0904	MA	122	122	001

CRITERION EXAM TASK # 122

A. Select the BEST answer.

1. To do a finger puncture correctly, the assistant must
 - A. clean the finger properly.
 - B. puncture the finger quickly.
 - C. wipe off the first drop of blood.
 - D. all of the above.
2. If a second drop of blood doesn't appear after the first drop is wiped away, it will be necessary to
 - A. rub the finger briskly with alcohol-saturated cotton.
 - B. squeeze the finger.
 - C. massage the finger from its base to first joint.
 - D. make a second puncture in the same finger.
3. The blood is drawn up to what mark on the reusable pipette?
 - A. 10.1
 - B. 0.5
 - C. 0.8
 - D. 101
4. Why is it necessary to keep the pipette as nearly horizontal as possible?
 - A. The blood will be drawn into the pipette by capillary attraction.
 - B. The blood will not be drawn up too far.
 - C. Air bubbles cannot seep in.
 - D. The patient's hand can hang down, letting gravity help the blood flow.
5. Which of the following is not the correct procedure when mixing the blood sample with Hayems dilute solution?
 - A. Slowly release the blood sample from the pipette into the solution in the beaker.
 - B. Do not draw solution into the pipette too fast.
 - C. Keep the pipette erect.
 - D. Rotate the pipette in the fingers while drawing in the solution.

B. True or False. Correct the false answers.

- _____ 6. The red blood pipette has a red bead in the bulb.
- _____ 7. Avoid using the ring finger to make the puncture for extracting blood.
- _____ 8. When using the disposable pipette, capillary attraction will fill the pipette and stop automatically when enough blood has been collected.
- _____ 9. When using the disposable pipette, it is not necessary to shake shake the pipette to mix the solution; squeezing the reservoir gently two or three times will mix the solution.
- _____ 10. The site for puncture should not be massaged.

DEPT.	PROG	TASK	TPO	MPO
07.0 04	MA	122	122	001

KEY

Task

"Extracting blood - Preparing it for the Red Blood Count"

Activity Sheet 122-001-002

1. True
2. True
3. C
4. C
5. C
6. A
7. True
8. False

Criterion Exam

1. D
2. C
3. B
4. C
5. A
6. True
7. True
8. True
9. False
10. True



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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Produced By

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A LEARNING GUIDE

Task PERFORM RED BLOOD CELL COUNT

Purpose Blood counts can be done using either capillary or venous blood. A reusable red mixing bead pipette or the disposable Unopette can be used to dilute the blood sample and change the hemacytometer. The counting of red blood cells is done on a specially ruled and scored piece of flat glass called a counting chamber. This guide will assist you to master a red blood cell count using previously extracted and properly diluted blood sample.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	123	20 Hours	122

9/81

LEARNING CONTRACT

1 STUDENT DATA

NAME

20

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given needed tools and equipment, perform a red blood cell count. To master this task you must score 16 out of 17 and 17 out of 18 (90%) on a performance checklist and 11 out of 12 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe red blood cell count.
2. Perform red blood cell count.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07.0904	MA	123	123

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe the red blood cell count.

LEARNING STEPS

1. View Resource #1 for information on the red blood cell count.
2. Read Resource #2 for information related to the red blood cell count using the reusable pipette.
3. Read Resource #3 for information on the red blood cell count using the disposable unopette.
4. Complete Resource #4 to review the red blood cell count.
5. Proceed to Resource #5.

RESOURCES

1. Audio-visual presentation, #MA-02812-S/T, "The Red Blood Cell Count" in LRC. (Hoffman Occupational Learning Systems, Module 8.3C, Laboratory Techniques)
2. Textbook: The Medical Assistant by Marian Cooper and Miriam Bredow, 1978 edition, McGraw-Hill Company, pages 243-247, in LRC.
3. Procedure manual in MA lab, "Unopette."
4. Activity Sheet 123-001-004, "Review Red Blood Cell Count," pages 4-5, in this guide.
See instructor for evaluation.
5. MPO #2 page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	123	123	001

Use a separate sheet of paper for your answers, do not write on this guide.

ACTIVITY SHEET

123-001-004

"Review Red Blood Cell Count"

Complete the following:

1. What is the proper ratio for the diluted blood sample that is used in a red cell count?

☐ A. 50-1
☐ B. 100-1
☐ C. 150-1
☐ D. 200-1

2. What instrument is used for counting blood cells?

☐ A. Hb colorimeter
☐ B. Centrifuge
☐ C. Hemacutometer
☐ D. Hydrometer

3. The pipette is shaken in a figure eight motion for

☐ A. one minute
☐ B. two minutes
☐ C. three minutes
☐ D. four minutes

True or False?

4. ☐ When filling the counting chamber, it is not necessary to be precise.
5. ☐ If the reservoir is squeezed too hard, the specimen may be expelled through the overflow chamber, resulting in contamination of the fingers.
6. ☐ If erythrocyte count cannot be performed immediately after blood is diluted, store reservoir in room temperature refrigeration.
7. ☐ Perform a red blood cell count within six (6) hours of making dilution.
8. ☐ The specimen for the red blood cell count is a free flowing capillary or thoroughly mixed anticoagulated venous blood.
9. ☐ In an Unopette microcollection system you push the tip of pipette shield firmly through the diaphragm into neck of reservoir, then remove.
10. ☐ The pipette will fill by air.
11. ☐ It is imperative that cells and diluent(s) be adequately mixed and counting chambers be properly filled to avoid error.

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	123	123	001

(CONTINUED)
ACTIVITY SHEET

123-001-004
"Review Red Blood Cell Count"

12. The first activity under low power objective is to check the sample for any three of the following:

_____ a. Air bubbles _____ d. Dirt particles
_____ b. Red counting area _____ e. Content distribution
_____ c. Squares _____ f. Cells

13. The red counting area has _____ large squares and inside them are _____ smaller squares.

14. How many small squares are involved when performing a red blood cell count?

_____ a. 16 _____ c. 40
_____ b. 25 _____ d. 80

15. In which two of the following areas are the cells to be counted?

_____ a. Cells touching the inner line on the right side or on the bottom of the squares.
_____ b. Cells touching the outer line on the top and on the left sides of the squares.
_____ c. Cells bounded by the triple lines and located outside the middle line.
_____ d. Cells bounded by the triple lines and on the middle line or inside it.

16. To obtain the actual red blood cell count per cubic millimeter of blood, add _____ zeros to the total county of red blood cells from all _____ of the large squares or multiply the total number of cells counted by _____.

17. TRUE OR FALSE?

_____ Clean the hemacytometer and cover slip with water and a mild soap or alcohol.

18. A disposable pipette for determining a RBC determination is a RBC _____.

19. With use of a disposable RBC pipette _____ to four drops should be discarded before changing the hemacytometer.

20. _____ power is used to count erythrocytes.

21. A RBC pipette can be differentiated from a WBC pipette by a _____ mixing bead.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	123	123	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform red blood cell count.

LEARNING STEPS

1. Review Resource #1 of MPC #1 for the red blood cell count.
2. Complete Resource #2 to practice this task.
3. Complete Resource #3 when you feel you have mastered this task.
4. Complete Resource #4 for written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. Audio visual presentation, MA-02812-S/T in IRC 126.
2. Activity Sheet 123-002-002, "Perform Red Blood Cell Count," pages 7-8, in this guide.
3. Performance Checklist Task #123, pages 9-10-11, in this guide. See instructor.
4. Written Criterion Exam: Task #123. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	123	123	002

ACTIVITY SHEET

123-002-002

"Perform Red Blood Cell Count"

Directions to the student:

Given the necessary tools and equipment, practice performing red blood cell count by following each procedural step in sequence.

Tools and Equipment needed:

Blood sample
Hemacytometer
Cover slip
Pipettes (reusable, disposable)
Cotton
Alcohol
Soap (mild)
Microscope
Lense tissue

Procedure:

REUSABLE SAHLI PIPETTER

1. Obtain the necessary tools and equipment from the instructor
2. Obtain a pipette with a previously extracted and properly diluted blood sample (at 200 to 1).
3. Inspect the hemacytometer and the cover slip to be sure they are spotlessly clear and dry.
4. Carefully place the clean cover slip over the counting chamber.
5. Shake the pipette in a figure eight motion for two minutes.
6. Allow six drops, or about one third of it, to flow out onto a piece of cotton.
7. Hold the pipette at an angle and touch the tip of it to the edge of the cover slip.
8. When pipette is steady, release just enough of the content to exactly fill the chamber.
9. After the chamber has been correctly filled, let the erythrocytes settle for two minutes.
10. Put the hemacytometer on the microscope stage.
11. Use the low power objective to view and inspect the sample.
12. Locate, identify and study the red counting area on the hemacytometer.
13. Move the top left corner square to the center field of the microscope.
14. Change the microscope objective to high power.
15. Do not count any of the cells which touch the inner line on the right side and on the bottom of the squares.
16. Do count the cells which touch the outer line on the top and on the left sides of the squares.
17. Do not count any cells located outside of the middle line when the areas are bounded by triple lines.

DEPT.	PROG	TASK	TPO	MPO
970904	MA	123	123	002

(CONTINUED)
Activity Sheet
123-002-002

Procedure:

REUSABLE SAHLI PIPETTER

18. Do count anything on the middle line or inside it.
19. Count all the cells within the 16 squares of all the five larger squares carefully, and total them.
20. Add four zeros to this total to obtain the actual red count of the patient or multiply by 10,000.
21. Clean and dry the used equipment and slides.
22. Clean up working area.

DISPOSABLE PIPETTE

1. Using the protective shield on the capillary pipette, puncture the diaphragm of the reservoir as follows:
2. Place reservoir on a flat surface and push diaphragm in neck of reservoir.
3. Remove shield from pipette with twist.
4. Touch tip of pipette to blood and fill.
5. Wipe excess.
6. Squeeze reservoir slightly to force out some air.
7. Cover opening of overflow chamber of pipette with index finger.
8. Seat pipette securely in reservoir neck.
9. Release pressures on reservoir.
10. Remove finger from pipette opening.
11. Squeeze reservoir gently two to three times.
12. Force diluent into overflow chamber.
13. Invert gently a few times.
14. Convert to dropper assembly.
15. Invert reservoir and squeeze sides.
16. Discard first three to four drops.
17. Change hemacytometer.
18. Count erythrocytes in 5 squares.
19. Multiply cells counted by 10,000.
20. Clean working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	123	123	002

PROGRAM: MA
TASK: PERFORM RED BLOOD CELL COUNT
TASK # 123

PERFORMANCE CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

GIVEN NEEDED TOOLS AND EQUIPMENT, PERFORM A RED BLOOD CELL COUNT.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 16 (17) OUT OF 17 (18) POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 16 (17) OUT OF 17 (18) POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
170904	MA	123	123	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	<u>REUSABLE PIPETTE</u>												
*	1. Obtain pipette with previously extracted and properly diluted blood sample												
*	2. Inspect hemacytometer and cover slip.												
*	3. Place clean cover slip on counting chamber.												
*	4. Shake pipette in figure eight motion for two minutes.												
*	5. Allow six drops to flow out onto piece of cotton.												
*	6. Touch tip of pipette to edge of cover slip.												
*	7. Release content to fill chamber.												
*	8. Let erythrocytes settle for two minutes.												
*	9. Put hemacytometer on microscope stage.												
*	10. Use low power objective to view and inspect sample.												
*	11. Locate, identify and study red counting area on the hemacytometer.												
*	12. Move top left corner square to center field of microscope.												
*	13. Change microscope objective to high power.												
*	14. Count cells within the 16 squares of all five larger squares.												
*	15. Total cells counted.												
*	16. Add four zeros to the total.												
*	17. Clean up working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 16													
TOTAL POINTS POSSIBLE = 17													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>170904</td> <td>MA</td> <td>123</td> <td>123</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	170904	MA	123	123	002
DEPT.	PROG	TASK	TPO	MPO									
170904	MA	123	123	002									

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	<u>DISPOSABLE UNOPETTE</u>												
*	1. Puncture diaphragm of the reservoir with pipette shield and remove.												
*	2. Remove shield from pipette with twist.												
*	3. Touch tip of pipette to blood and fill.												
*	4. Squeeze reservoir slightly to force out some air.												
*	5. Cover opening of overflow chamber of pipette with index finger.												
*	6. Seat pipette securely in reservoir neck.												
*	7. Release pressure on reservoir.												
*	8. Remove finger from pipette opening.												
*	9. Squeeze reservoir gently two to three times.												
*	10. Force diluent into overflow chamber.												
*	11. Invert gently a few times.												
*	12. Convert to dropper assembly.												
*	13. Invert reservoir and squeeze sides.												
*	14. Discard first three to four drops.												
*	15. Change hemacytometer.												
*	16. Count erythrocytes in 5 squares.												
*	17. Multiply cells counted by 10,000.												
*	18. Clean working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 17 TOTAL POINTS POSSIBLE = 18													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>123</td> <td>123</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	123	123	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	123	123	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 123

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON THE RED BLOOD CELL COUNT

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 11 out of 12 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	123	123	002

CRITERION EXAM

"Perform Red Blood Cell Count"

Task #123

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Select the BEST answer:

1. What is the proper ratio for the diluted blood sample that is used in a red cell count?
 - a. 50-1
 - b. 100-1
 - c. 150-1
 - d. 200-1
2. What instrument is used for counting blood cells?
 - a. Hb colorimeter
 - b. Centrifuge
 - c. Hemacytometer
 - d. Hydrometer
3. The pipette is shaken in a figure eight motion for
 - a. one minute.
 - b. two minutes.
 - c. three minutes.
 - d. four minutes.
- 4-6. The first activity under low power objective is to check the sample for any three of the following
 - a. air bubbles.
 - b. red counting area.
 - c. squares.
 - d. dirt particles.
 - e. content distribution.
 - f. cells.
7. How many small squares are involved when performing a red blood cell count?
 - a. 16
 - b. 25
 - c. 40
 - d. 80

DEPT.	PROG	TASK	TPO	MPO
070904	MA	123	123	002

(CONTINUED)

CRITERION EXAM

"Perform Red Blood Cell Count"

Task #123

- 8-9. In which two of the following areas are the cells to be counted?
- Cells touching the inner line on the right side or on the bottom of squares.
 - Cells touching the outer line on the top and on the left side of the squares.
 - Cells bounded by the triple lines and located outside the middle line.
 - Cells bounded by the triple lines and on the middle line or inside it.
10. To obtain the actual red blood cell count per cubic millimeter of blood, add _____ zeros to the total count of red blood cells from all five of the large squares.
- 2
 - 3
 - 4
 - 5
11. The specimen needed for a RBC count is free flowing capillary or thoroughly mixed anticoagulated _____ blood.
- whole
 - plasma
 - venous
 - dilute
12. The dilution ratio of the blood sample to total volume is _____.
- 1:20
 - 1:50
 - 1:100
 - 1:200

DEPT.	PROG	TASK	TPO	MPO
070904	MA	123	123	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task

PREPARE A BLOOD SMEAR

Purpose

The blood film (also called blood smear) is an essential part of the complete blood count (CBC). The CBC generally includes hemoglobin tests, the white blood cell count, the microhematocrit, and a blood smear. More information can be obtained from the examination of a blood film than from any other laboratory test. It is used to study the morphology (form and structure of the red cells, white cells, and platelets. Because the blood film has so many uses, a well-made smear is essential. This learning guide will assist you to prepare a blood smear.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	124	4 hours	097

3/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

4

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, prepare a blood smear. To master this task you will score 7 out of 8 (90%) performance checklist and 9 out of 10 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe a blood smear.
2. Prepare a blood smear.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
Q7Q904	MA	124	124

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe blood smear.

LEARNING STEPS

1. Read Resource #1 for information on blood smear.
2. Complete Resource #2 to review blood smear.
3. Proceed to Resource #3

RESOURCES

1. Textbook: Effective Medical Assisting, 1976 edition, by S. Schwarzrock and D. Ward (Wm. C. Brown Publishers, Dubuque, Iowa), pages 535-536, in LRC.
2. Activity Sheet 124-001-002, "Review Blood Smear," page 4, in this guide. See instructor for evaluation.
3. MPO #2, page 5, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	001

ACTIVITY SHEET 124-001-002

"Review Blood Smear"

Use a separate sheet of paper for your answers, do not write on this guide.

Fill in the blanks with the correct answer.

1. A blood smear is also called a blood _____.
2. A blood smear is used to study the morphology of the red cells, white cells, and platelets. Morphology means _____ and _____.
3. Five principal types of leukocytes can be studied from a blood film; the _____, the _____, the _____, the _____, and _____.
4. A _____ count is performed on a carefully prepared blood slide under oil immersion.
5. _____ stain, when applied to a blood smear, makes differentiation of a leukocyte relatively simple.
6. The blood smear is a vital part of a _____ blood count (CBC) in most hospitals or physician's offices.
7. Blood smears may be prepared from venous blood or _____ puncture blood.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	001

MICRO - PERFORMANCE OBJECTIVE - #2

Prepare a blood smear.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on preparing a blood smear.
2. Complete Resource #2 for practice on how to prepare a blood smear.
3. Complete Resource #3 for a final performance.
4. Complete Resource #4 for a written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 124-002-002, "Practice Blood Smear Preparation," page 6, in this guide.
3. Performance Checklist Task #124, page 8-9, in this guide. See instructor.
4. Written Criterion Exam Task #124. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	002

ACTIVITY SHEET 124-002-002

"Practice Blood Smear Preparation"

Directions to the student:

Assemble the necessary tools and equipment and practice how to prepare a blood smear following each procedural step correctly and in sequence.

Tools and equipment needed:

Clean microscopic slides
Sterile disposable lancets
Sterile absorbent cotton
Wright's stain
Buffer solution (pH 6.4)
70 percent alcohol
China marking pencil
Bibulous paper

Procedure:

1. Place a drop of capillary or venous blood preserved with EDTA on one end of a slide, on the midline about 1 cm from the end. The drop should be about 2mm in diameter (about the size of a match head). Venous blood must be well mixed for at least 5 minutes on a mechanical rotator or by gentle inversion. If capillary blood is used, touch the top of the drop to the slide, being careful not to let the skin touch the slide. Transfer venous blood to the slide with the aid of two wooden applicator sticks or a capillary pipet.
2. Lay the specimen slide on a flat surface and hold it in position at the left end (these directions are for a right-handed person) with the center finger or the thumb and index finger of the left hand.
3. Place the smooth clean edge of the spreader slide on the specimen slide just in front (to the left of) the drop of blood.
4. Using the right hand, balance the spreader slide on one or two fingers (for example, the middle finger or the index and middle fingers) and draw it backward into the drop of blood at an angle of approximately 45° to the specimen slide.
5. Decrease the spreader angle to about 25-35° and allow the blood to flow evenly across the edge of the spreader slide.
6. When the blood has spread evenly across the edge of the spreader slide, quickly push the spreader slide over the entire length of the specimen slide. As the

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	002

(Continued)

ACTIVITY SHEET 124-002-002

"Practice Blood Smear Preparation"

spreader is moved, a thin film of blood will be deposited behind it. The blood film should take up one-half to three-fourths of the slide when properly prepared.

7. Turn the spreader slide over (this gives another clean edge) and prepare a second blood film, using the same procedure. Two films should always be prepared for the same blood specimen.
8. Dry the blood film immediately by waving the side rapidly through the air or by placing it in front of a fan.
9. Label the film by writing the name of the patient and the date in the blood at the thick end of the film, using a lead pencil.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	002

PROGRAM: MEDICAL ASSISTING
TASK: PREPARE A BLOOD SMEAR
TASK # 124

PERFORMANCE/~~PROG~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, prepare a blood smear.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 7 OUT OF 8 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 7 OUT OF 8 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC.
*	1. Place a drop of blood on the end of the slide.		
*	2. Place a "spreader slide" just in front (to the left of) the drop of blood.		
*	3. Move "spreader slide" backward into drop of blood at 45° to the specimen slide.		
*	4. Decrease spreader slide angle to about 25-35° and flow blood evenly across the specimen slide for a "feathered edge."		
*	5. Prepare a second blood film.		
*	6. Dry blood films.		
*	7. Label the films.		
	8. Clean working area.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 7			
TOTAL POINTS POSSIBLE = 8			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 124

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PREPARING A BLOOD SMEAR.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 9 out of 10 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	002

WRITTEN CRITERION EXAM

TASK #124

"Prepare a Blood Smear"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

Circle the BEST answer.

1. When preparing blood collection slides, you should
 - A. always keep the spreader slide at less than a 45 degree angle.
 - B. always keep the spreader slide at greater than a 45 degree angle.
 - C. begin with the spreader slide at a 45 degree angle and gradually reduce the angle as you spread the blood across the slide.
 - D. always keep the spreader slide at a 45 degree angle.
2. The correct way to dry a blood smear slide is to
 - A. apply fixative immediately.
 - B. allow the smear to air dry.
 - C. blow gently on the slide.
 - D. apply fixative after air-drying.
3. A common cause of a poor blood smear is
 - A. greasy or dirty slides, or wing a spreader slide with a chipped or unpolished edge.
 - B. too little pressure applied so that cells are distorted.
 - C. a feathered edge.
 - D. to keep or have a spreader slide at approximately 45 degree angle.
4. The blood smear is a vital part of the
 - A. CBC (complete blood count).
 - B. Differential.
 - C. WBC (white blood cell count).
 - D. RBC (red blood count).
5. Keep the spreader slide at a _____ degree angle, maintaining light but firm pressure.
 - A. 30
 - B. 5
 - C. 40
 - D. 45

DEPT.	PROG	TASK	TPO	MPO
0Z0904	MA	124	124	002

(Continued)

WRITTEN CRITERION EXAM

TASK #124

"Prepare A Blood Smear"

6. A perfect blood smear is with
- A. a smooth feathered edge.
 - B. waves, holes, ridges.
 - C. excess blood at the far end.
 - D. a thin appearance.
7. Blood smears may be prepared from
- A. venous blood.
 - B. capillary puncture blood.
 - C. A and B.
 - D. B only.
8. Prepare the smear _____, as soon as the drip of blood has been placed on the slide
- A. within three minutes
 - B. immediately
 - C. within eight minutes
 - D. as soon as possible
9. The blood stain most commonly used to stain the blood smear is
- A. safranine.
 - B. crystal violet.
 - C. Wright's
 - D. acid-fast
10. A blood smear too thick or too thin can distort cells and affect
- A. staining
 - B. preparation
 - C. counting
 - D. identification

DEPT.	PROG	TASK	TPO	MPO
070904	MA	124	124	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

301 N. Swift Road
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A LEARNING GUIDE

Task PERFORM THROAT CULTURE

Purpose Cultures are prepared to study what organisms are present in his/her body. The medical assistant must be able to assist the physician in collecting a specimen for a throat culture. This learning guide will assist you to perform a throat culture.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	127	2 hours	

September, 1982

LEARNING CONTRACT

1 STUDENT DATA

NAME 2 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools, perform throat culture. To master this task, you must score 5 out of 6 (90%) on a written criterion examination and 7 out of 8 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe throat culture.
2. Perform throat culture.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
06904	MA	127	127

Instructor's Signature
(verifies competency)

Page 2

MICRO - PERFORMANCE OBJECTIVE #1

Describe throat culture.

LEARNING STEPS

1. Read Resource #1 for information on throat culture.
2. Complete Resource #2 for a review on throat culture.
3. Proceed to Resource #3.

RESOURCES

1. Information Sheet 127-001-001, "Throat Culture," page 4 , in this SLG.
2. Activity Sheet 127-001-002, "Review of Throat Cultures", page 5, in this SLG. See instructor for evaluation.
3. MI-O#2, page 6, in this SLG.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	127	127	001

Page 3

INFORMATION SHEET

127-001-001

"Throat Culture"

Cultures are prepared to discover whether a patient has some specific bacteria in his body. A culture is simply providing the proper environment for the growth of the microorganisms which are suspected of being present. In order for the microorganisms to grow, they must have food. Thus, the culture is a preparation of food, called medium (singular) or media (plural) on which, or in which, the bacteria will grow. After the bacteria are placed on the media, the most beneficial environment for that particular microorganism is provided in the laboratory. After the proper length of time, the media is examined microscopically to determine the microorganisms content and kind. Culture media are solid, semi-solid, or liquid. The choice of media is dependent on the microorganism to be produced.

A common type of culture is a throat culture. The pharyngeal wall and tonsillar area of the throat is swabbed with a cotton-tipped applicator. The culture is then wiped on the culture media or inserted in a sterile test tube which is sealed. The media is immediately sent to the laboratory. The laboratory processes the culture and, after the incubation period, reports to the physician the results of the culture.

Be sure to place the patient's name, the date, the kind of specimen, and the attending physician's name on the label of the culture plate or culture tube. Record in the patient's chart a throat specimen obtained and sent to the laboratory.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	127	127	001

Page 4

ACTIVITY SHEET

127-001-002

"Review of Throat Culture"

Fill in the blanks with the correct statement.

1. _____ are prepared to discover whether a patient has some specific bacteria in his body.
2. The culture is a preparation of food, called _____ (singular) or _____ (plural) on which, or in which, the bacteria will grow.
3. Culture media are _____, _____ or _____.
4. The pharyngeal wall and _____ area of the throat is swabbed.
5. A cotton-tipped applicator, a _____, is used to obtain the throat specimen for culture.
6. The culture can be wiped on the culture media or inserted in a _____ / _____ which is sealed.
7. An _____ period is necessary for growth of the culture.
8. The laboratory reports to the _____ the results of the culture.
9. The patient's _____, the _____, the kind of _____, and the attending physician must be on the label.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	127	127	001

Page 5

MICRO - PERFORMANCE OBJECTIVE #2

Perform throat culture.

LEARNING STEPS

1. View Resource #1 for a demonstration of throat culture (two different methods).
2. View Resource #2 for an audiovisual presentation of how to assist the physician in obtaining a throat culture.
3. Complete Resource #3 for practice on obtaining a throat specimen for throat culture.
4. Complete Resource #4 for a written evaluation of this task.
5. Complete Resource #5 for a mastery performance of this task.
6. Proceed to Resource #6.

RESOURCES

1. See instructor.
2. Audiovisual presentation, AV #MA-03029-F/C "The Throat Culture" (Hoffman Educational Learning System Module 5.3A) in LRC.
3. Activity Sheet 127-002-003, "Practice Throat Culture," page 7, in this SLG.
4. Written Criterion Exam Task #127, "Perform Throat Culture," in LRC. See instructor for evaluation.
5. Performance Checklist Task #127, pgs. 8-9, in this SLG. See instructor for evaluation.
6. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	127	127	002

Page 6

ACTIVITY SHEET

127-002-002

"Practice Throat Culture"

Directions to the student:

Given the necessary tools, practice obtaining throat specimen for throat culture.

Necessary tools:

1. Marking pen.
2. Tongue depressor
3. Sterile cotton-tipped applicator.
4. Blood agar plate.
5. Commercialized throat culture test-tube.
6. Requisition.

Procedure:

1. Prepare the patient (a fellow classmate) for the procedure by explaining in brief what steps will be taken and the purpose of the throat culture.
2. Label plate or mailer.
3. Hold tongue down with tongue depressor and swab the throat with swab.
4. Place on a blood agar plate for incubation and/or into a commercial test tube.
5. Place in incubator if on blood agar plate or place in commercialized test-tube mailer.
6. Complete a patient requisition.
7. Send to laboratory if commercialized specimen or incubate as directed, usually 24 hours.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	127	127	002

Page 7

PROGRAM: MEDICAL ASSISTING

TASK: 127

TASK # PERFORM THROAT CULTURE

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools, perform throat culture.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 7 OUT OF 8 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 7 OUT OF 8 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	127	127	002

Page 8

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
	<u>CULTURE MEDIA</u> 1. Prepare patient. 2. Label blood agar plate lid. 3. Obtain swab. 4. Swab throat. 5. Place on culture media. 6. Close blood agar plate. 7. Place in preheated incubator. 8. Complete requisition. <u>COMMERCIALIZED TEST-TUBE</u> 1. Prepare patient. 2. Label test-tube mailer. 3. Obtain swab. 4. Swab throat. 5. Insert swab in sterile test-tube. 6. Prepare for laboratory. 7. Complete requisition. 8. Send to commercial laboratory.		
		TOTAL POINTS EARNED =	
		POINTS NEEDED FOR MASTERY = 7 TOTAL POINTS POSSIBLE = 8	

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	127	127	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 127

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON perform throat culture.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 5 out of 6 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
0904	MA	127	127	002

WRITTEN CRITERION EXAM

Task #127

"Perform Throat Culture"

NAME: _____ SESSION _____ DATE _____

1. To obtain a specimen for a throat culture the pharyngeal and tonsillar areas are
 - A. scraped.
 - B. swabbed.
 - C. touched.
 - D. wiped.
2. The culture is a preparation of food called _____ on which, or in which, the bacteria will grow.
 - A. solid media
 - B. petri dish
 - C. streak plate
 - D. blood agar
3. An _____ period is necessary for the growth of the culture.
 - A. communicable
 - B. inoculating
 - C. incubation
 - D. streaking
4. Solid, semi-solid, or liquid are types of _____ media.
 - A. growth
 - B. culture
 - C. isolated
 - D. streaked
5. The laboratory reports to the _____ the results of the culture.
 - A. technician
 - B. nurse
 - C. assistant
 - D. physician
6. _____ are prepared to study what organisms are present in his/her body.
 - A. Medias
 - B. Cultures
 - C. Specimens
 - D. Incubators

DEPT.	PROG	TASK	TPO	MPO
06904	MA	127	127	002

ANSWER KEY
CRITERION EXAM
127

1. B
2. A
3. C
4. B
5. D
6. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

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A LEARNING GUIDE

Task STAIN AND EXAMINE BACTERIAL SMEAR

Purpose

To confirm the presence of bacteria and to obtain information regarding the type of organism present in a body area, the medical assistant may be asked to prepare, stain and examine smears. The material to be stained may be from the eye, ear, nose, throat, and other body openings, including a lesion on the outer skin. Mucus, white blood cells, red blood cells, and mucus may be examined. This learning guide will assist you to stain and examine a bacterial smear.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	129A	10 hours	

LEARNING CONTRACT

1 STUDENT DATA

NAME

10 hours

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, stain and examine smear. To master this task, you must score 13 out of 14 (90%) on a written criterion examination and 15 out of 17 (90%) on a performance check-list.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe staining and examining the smear.
2. Stain and examine bacterial smear.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
07.0904	MA	129A	129A

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE #1

Describe staining and examining the smear.

LEARNING STEPS

1. Read Resource #1 for information on staining and examining the bacterial smear.
2. Read Resource #2 for information on conditions resulting from bacteria.
3. Complete Resource #3 for a review on staining and examining the smear.
4. Proceed to Resource #4.

RESOURCES

1. Textbook: The Medical Assistant by Bredow and Cooper; 4th edition, pgs. 264-68, in LRC.
2. Information sheet 129A-001-002, "Staining and Examining the Smear," pg. 4, in this SLG.
3. Activity Sheet 129A-001-003, "Staining and Examining the Smear," pg. 5-6, in this SLG. See instructor for evaluation.
4. MPO #2, pg. 7, in this SLG.

DEPT.	PROG	TASK	TPO	MPO
07.0904	MA	129A	129A	001

"Staining and Examining the Smear"

The various organisms classified as bacteria can be viewed under oil immersion lens of the microscope or if allowed to grow on prepared laboratory media, colonies consisting of millions of cells can be viewed with the naked eye. You will grow such colonies in the laboratory and then prepare stained slides from them for microscopic observation.

Bacteria is classified into three main morphologic (shape, appearance) groups:

1. Cocci (singular, coccus) - spherical-shaped.
2. Bacilli (singular, bacillus) - cylinder or rod-shaped bacteria.
3. Spirilla (singular, spirillum) - spiral or cork screw bacteria.

Among the cocci are three types: staphylococci, diplococci, and streptococci. Staphylococci or grapelike clusters appear and are found mainly on the skin, in glands, and in mucous membranes. Conditions resulting from these pus-producing organisms are abscesses, pustules, boils, "pimples", and osteomyelitis. Diplococci (cocci that form pairs of cells) are the organisms that cause diseases as pneumonia and gonorrhea. Streptococci form chains of cells and like staphylococci, can be dangerous as in "strep throat," septicemia (blood poisoning), and rheumatic heart disease.

Among the bacilli are typhoid bacilli causing typhoid fever, tubercle bacilli causing tuberculosis. Diptheria bacilli causing diptheria, and tetanus bacilli causing tatanus (lockjaw). The spirilla include the organisms that cause syphilis, relapsing fever, and cholera.

Some Gram-Positive Organisms

Staphylococci
Pneumococci
Streptococci
Diptheria bacilli

Some Gram-Negative Organisms

Typhoid bacilli
Dysentery bacilli
Gonococci
Whooping cough bacilli
Meningococci

Sample Report

Patient's Name _____ Date _____
Smear from boil on back of neck, stained with Gram's stain.

Results: Many clusters of gram-positive staphylococci seen. Numerous leukocytes and much mucus observed.

Remember, the medical assistant should never identify bacteria by stained smear observation alone. Before identification can be made the organisms must be bicultured and their identification proved. A Report is made in terms of morphology, grouping, and staining reaction.

DEPT.	PROG	TASK	TPO	MPO
.07 0904	MA	129A	129A	001

"Staining and Examining Bacterial Smear"

A. Fill in the blank with the correct answer.

1. Gram's stain is used to identify gram _____ and gram _____ organisms.
2. If the bacteria have stained purple to purplish black, they are said to be _____.
3. Organisms retaining the primary stain, _____, are said to be gram-positive.
4. If the bacteria have stained _____ or pink, they are said to be gram-negative.
5. Examples of Gram-positive cocci organisms are _____, _____, and _____.
6. Dysentery, whooping cough, and typhoid bacilli are examples of _____ organisms.
7. _____ drying is best for gram-stained slide.

B. Fill in the Sample Report.

Patient's Name _____ Date _____

Smear from _____

Results: _____

C. Fill in the blank with the Correct answer.

1. Examination of the bacterial smear is under _____ objective of the microscope.
2. Cocci in grapelike clusters are _____.
3. Cocci in pairs are _____.
4. Cocci in chains are _____.
5. Rod-shaped _____ can appear singly, not in any particular grouping.
6. Spiral-shaped organisms are _____ and difficult to stain.

DEPT.	PROG	TASK	TPO	MPO
07				
0904	MA	129A	129A	001

(Activity Sheet 129A-201-003 continued)

7. Boils, "pimples", and abscesses are caused by _____.
8. Some throat, "strep throat", scarlet fever and rheumatic heart disease are caused by _____.
9. Syphilis is caused by _____.
10. Large cigar-shaped gram-negative bacillus, which have gram-negative bacillus, which have gram-positive bands, are identified as causing _____.
11. A report is made in terms of _____, grouping, and _____ reaction.
12. Rules for safe handling of contaminated articles should be observed. Why? _____.
13. Before identification can be made, the organisms must be _____ and their identification proved.
14. What solution can be used to disinfect the swab used for making the smear? _____ or _____.
15. _____ technique before and after each handling of specimens and _____ the work area where such material has been placed, is an absolute rule to prevent transfer of infectious agents.

DEPT.	PROG	TASK	TPO	MPO
07 9904	MA	129A	129A	001

MICRO - PERFORMANCE OBJECTIVE #2

Stain and Examine bacterial smear.

LEARNING STEPS

1. View Resource #1 for a demonstration on Gram-staining technique and examining the smear.
2. Complete Resource #2 for practice on staining and examining the smear.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a mastery performance of this objective.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 129A-002-002, "Practice Staining and Examining the Smear", pg.8-9 , in this SLG.
3. Written Criterion Exam Task #129A, "Stain and Examine Bacterial Smear," in LRC. See instructor for evaluation.
4. Performance Checklist Task #129A, pg. 10-11 , in this SLG. See instructor for evaluation.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	129A	129A	002

"Staining and Examining the Smear"

Directions to the Student:

Given the necessary tools and equipment, practice staining and examining bacterial smear.

Necessary Tools and equipment:

Slides with prepared smears
Gram-staining kit or crystal or gentian violet (primary stain)
Gram's iodine (fixing stain)
95% ethyl alcohol(decolorizer)
Safranin or dilute fuchsin
Dropper bottles or droppers(counterstain)
Wash bottle
Bibulous paper
Staining Rack
Microscope
Oil Immersion
Lens Paper
Lens Cleaner

Procedure:

1. With a dropper or dropper bottle,cover the smear with crystal or gentian violet. Cover only the smear itself. Do not waste stain by flooding the entire slide. Leave about 1 minute.
2. Wash the stain off by flooding the smear with water for not more than 2 seconds.
3. Cover the smear with Gram's iodine. Tilt the slide to allow the iodine and water from the washing to run off. Cover again with Gram's iodine for 60 seconds.
4. Wash with water as above.
5. Decolorize with 95% ethyl alcohol. This step is critical. Hold the slide, smear side up, by snipping it with a pair of forceps at one end. Cover it (flood) with decolorizer. Tilt the slide to allow the decolorizer to run off. Cover again with decolorizer and tilt;cover and tilt again, always observing the decolorizer as it flows off the slide. When no purple is seen in the runoff, immediately wash the smear with water by dipping it in water or flooding it with tap water. The decolorizing should not take more than 30 seconds.
6. Counterstain the smear with safranin or dilute fuchsin for 15 to 30 seconds.
7. Wash by flooding it with water.
8. Wipe the back of the slide and stand it on its end to dry in the air. If speed is required, the stained side of the slide can be gently blotted with lint-free blotter. This is not recommended, since the smear can be easily rubbed off as long as the slide is wet. When the slide is dry, the smear is fairly permanent.

* Procedural steps from

Resource: The Medical Assistant by Bredow and Cooper, pg. 264.

DEPT.	PROG	TASK	TPO	MPO
07				
0904	MA	129A	129A	002

9. Place slide on stage of microscope and clip in place.
10. Place drop of oil immersion on slide.
11. Turn nosepiece of microscope to oil immersion lens.
12. Examine smear.
13. Record findings on patient requisition.
14. Clean working area.
15. Wash hands.

* Procedural steps from

Resource: The Medical Assistant by Bredow and Cooper, pg. 264.

Booklets available for use in identification of bacteria:

1. Atlas of Diagnostic Microbiology by Stanley Schneirson, Abbott Laboratories, N. Chicago, Illinois.
2. The Unibac System Visual Comparison Chart, Biodynamics Inc., Indianapolis, Indiana.
3. Basic Microbiology by Skinner, The Bobbs-Merrill Company, Inc., Indianapolis, Indiana.

DEPT.	PROG	TASK	TPO	MPO
07 .0904	MA	129A	129A	002

PROGRAM: MEDICAL ASSISTING

TASK: STAIN AND EXAMINE BACTERIAL SMEAR

TASK # 129A

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, stain and examine bacterial smear.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 15 OUT OF 17 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 15 OUT OF 17 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
07 .0904	MA	129A	129A	002

CRITICAL ITEMS	ITLMS TO BE OBSERVED OR CHECKED	RATING	
		YES	NO
*	1. Cover the fixed smear with crystal or gentian violet.		
	2. Allow to stand for 1 minute,		
*	3. Wash off stain by flooding the smear with water-not more than 2 seconds.		
*	4. Cover the smear with Gram's iodine.		
*	5. Allow iodine to remain on slide for 1 minute,		
*	6. Wash with water as above,		
*	7. Flood off water with Bacto-Gram decolorizer(95% ethyl alcohol) until colorless (approx, 30 seconds).		
*	8. Wash gently with tap water.		
*	9. Counterstain for 15-30 seconds with safranin solution.		
*	10. Wash gently with tap water.		
*	11. Dry slide.		
*	12. Place slide on stage of microscope and clip in place,		
*	13. Turn nosepiece to oil immersion lens,		
*	14. Examine smear.		
*	15. Record findings.		
*	16. Clean working areas.		
*	17. Wash hands.		
		TOTAL POINTS EARNED =	
		POINTS NEEDED FOR MASTERY = 15	
		TOTAL POINTS POSSIBLE = 17	

DEPT	Program	Task	TPO	MPO
07-84	MA	129A	129A	002

611

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 129A

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON stain and examine
bacterial smear.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 13 out of 14 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
07 .0904	MA	129 A	129A	002

Written Criterion Examination
Task #129A
"STAIN AND EXAMINE BACTERIAL SMEAR"

Name _____ Session _____ Date _____

Select the BEST answer for each of the following statements.

1. If bacteria have stained red or pink, they are said to be gram _____.
A. stained.
B. positive.
C. negative.
D. colorized.
2. _____ stain is used to identify gram-positive and gram-negative organisms.
A. Gram
B. Wright's
C. Iodine
D. Safranin
3. Staphylococci, Pneumococci, and Streptococci are gram _____.
A. stained
B. positive
C. negative
D. colorized.
4. Gram-positive bacteria is stained _____.
A. pink.
B. red.
C. black.
D. purple.
5. The critical step in Gram-staining is decolorizing with _____.
A. Crystal violet.
B. 95% ethyl alcohol.
C. Gram's iodine.
D. Safranin.
6. _____ drying is not recommended since the smear can be easily rubbed off as long as the slide is wet.
A. Blot
B. Air
C. Fan
D. Blow
7. To examine a bacterial smear turn to the _____ objective of the microscope.
A. low-power
B. high-power
C. scanner
D. oil-immersion

DEPT.	PROG	TASK	TPO	MPO
07 .0904	MA	129B	129B	002

8. Examination of grapelike clusters is identification of _____
A. staphylococci.
B. streptococci.
C. bacilli.
D. spirilla
9. Rheumatic heart disease is caused by the organism, _____
A. bacillus.
B. spinilla.
C. staphylococci.
D. streptococci.
10. Boils and abscesses are caused by the organism, _____
A. streptococci.
B. staphylococci.
C. bacilli.
D. spirilla.
11. Examination of cocci in chains is identification of _____
A. staphylococci.
B. streptococci.
C. spirilla.
D. bacilli.
12. Vincent's angina (trench mouth) is caused by spiral organisms called _____
A. spirilli.
B. bacilli.
C. staphylococci.
D. diplococci.
13. A swab used for obtaining a specimen must be soaked in a disinfectant, _____; 5% phenol or sterilized by flaming or autoclaving before discarding.
A. 3% phenol
B. 70% alcohol
C. 1:100 zephiran
D. sterile water
14. Before identification can be made, the organisms must be _____ and their identification proved.
A. sterilized
B. cultured
C. sanitized
D. multiplied

DEPT.	PROG	TASK	TPO	MPO
07 0904	MA	129A	129A	002

ANSWER KEY
CRITERION EXAM
129A

1. C
2. A
3. B
4. D
5. B
6. A
7. D
8. A
9. D
10. B
11. B
12. A
13. A
14. B



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

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A LEARNING GUIDE

Task

PREPARE BACTERIAL SMEAR

Purpose

To confirm the presence of bacteria and to obtain information regarding the type of organism present in a particular body area, the physician may ask the assistant to prepare a bacterial smear. The material may be from the eye, ear, nose, throat, or other body opening, including a lesion on the outer skin. This learning guide will assist you to prepare bacterial smears.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	129	20 Hours	

1/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

20

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment prepare bacterial smear. To master this task you must score 8 out of 9 (90%) on a performance checklist and 5 out of 6 (90%) on a written criterion exam.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe bacterial smear.
2. Prepare bacterial smear.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	129	129

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe bacterial smear.

LEARNING STEPS

1. Read Resource #1 for information on the bacterial smear.
2. Complete Resource #2 for a review on bacterial smear.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: Effective Medical Assisting, by Schwarzrock & Ward, Page 538-544, in LRC.
2. Activity Sheet 129-001-002, "Review on Bacterial Smear," page 4, in this guide.
See instructor for evaluation.
3. MPO #2, page 5, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	129	129	001

ACTIVITY SHEET 129-001-002

"Review on Bacterial Smear"

Use a separate sheet of paper for your answers, do not write on this guide.

Fill in the blank with the correct answer.

1. What is the value of a bacterial smear?

2. Why do bacteriologic specimens for smear and/or culture require special handling?

3. Why would special bacteriologic media for inoculation be necessary?

4. If a patient is receiving antibiotic treatment what should you do?

DEPT.	PROG	TASK	TPO	MPO
070904	MA	129	129	001

MICRO - PERFORMANCE OBJECTIVE - #2

Prepare bacterial smear.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on preparing bacterial smears.
2. Complete Resource #2 for practice on preparing bacterial smear.
3. Complete Resource #3 for a final performance.
4. Complete Resource #4 for a written evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 129-002-002, "Practice Preparing Bacterial Smear," pages 6-7, in this guide.
3. Performance Checklist Task #129, pages 9-10, in this guide. See instructor.
4. Written Criterion Exam Task #129. See instructor.
5. See instructor for next learning guide.

DEPT	PROG	TASK	TPO	MPO
070904	MA	129	129	002

ACTIVITY SHEET 129-002-002

"Practice Preparing Bacterial Smear"

Directions to the student:

Given the necessary tools and equipment, practice preparing bacterial smears.

FOR PREPARATION FROM SWABBED AREA

Necessary tools and equipment:

Clean glass microscopic slides
Sterile cotton applicator swabs
Bunsen or alcohol burner
Marking pencil

Procedure:

1. Obtain clean glass microscopic slides.
2. Write the initials of the organism or organisms on the left side of the slide with a marking pencil.
3. Grip the clean glass slide between the thumb and forefinger. Hold the applicator end of the swab between the thumb and forefinger of the other hand.
4. Place the swab on the surface of the glass slide about 1/2" from the thumb so the swab covers one-half the width of the slide.
5. While holding the swab firmly on the slide, roll it toward the forefinger by rotating the applicator end. Stop about 1/2" from the forefinger.
6. Turn the hand holding the slide clockwise. This will bring the clean half of the slide into position for the swab, which is again placed on the slide and rotated along the slide's length.
7. Allow the smear to dry at room temperature or in a 37.0°C. (98.6°F.) incubator. Heat should not be used to speed the drying process, because heating in order to dry the smear will cause cell distortion.
8. After the smear is dry, it must be "fixed"; otherwise it will be washed away with the first solution applied. Fixing is accomplished as follows: Hold the slide by the edges of one end between the thumb and forefinger, smear side up. Pass the slide through a bunsen or alcohol flame so that the flame travels along the length of the underside of the slide. This is most easily done by bringing the slide down until the flame hits it close to the fingers and then moving the slide so that the flame travels along its length, always remembering that it is the underside or back of the slide only that is flamed. This should take 1 to 2 seconds and is repeated three or four times. Enough heat must be absorbed by the slide so that it is placed against the back of the hand; it feels uncomfortable but tolerably hot. The object of the fixing procedure is to gel slightly the protoplasm of the cells in the smear and cause them to adhere or become "fixed" to the slide. Even the minimum amount of heat required to fix a smear will cause some shrinkage and distortion of bacteria and other cells. Excess heat may so distort elements in the smear that the smear is made worthless.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	129	129	002

(Continued)
ACTIVITY SHEET 129-002-002
"Practice Preparing Bacterial Smear"

9. Place the slide, smear side up, on a staining rack. In an office where only an occasional smear is stained, an ashtray with two applicator sticks across it is a suitable staining tray.

FOR PREPARATION FROM SOLID MEDIA

Necessary tools and equipment:

Clean glass microscopic slides
Inoculating loop
Bunsen or alcohol burner
Marking pencil

Procedure:

1. Obtain clear glass microscopic slides.
2. Write the initials of the organism or organisms on the left side of the slide with a marking pencil.
3. Place a loopful of sterile physiological saline or water on the slide.
4. With an inoculating needle pick up a very small amount of organisms and mix them into the liquid on the slide.
5. Spread them over an area about one-half to one inch diameter.
6. Allow the slide to dry by normal evaporation of the water.
7. After the smear has become completely dry, pass the slide over the flame of a Bunsen burner to heat-kill and fix the organisms to the slide.
8. Place the slide, smear side up, on a staining rack.

DEPT.	PROG	TASK	TPO	MPO
070904	NA	129	129	002

PROGRAM: MEDICAL ASSISTING
TASK: PREPARE BACTERIAL SMEAR
TASK # 129

PERFORMANCE/~~PERIOD~~ CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____
EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4
DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, prepare bacterial smear.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 8 OUT OF 9 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 8 OUT OF 9 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	129	129	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC.										
	<u>FROM SWABBED AREA</u>												
*	1. Grip the clean glass slide between thumb and forefinger.												
*	2. Mark the left side of the slide.												
*	3. Hold the applicator end of the swab between the thumb and forefinger of the other hand.												
*	4. Place the swab on the surface of the glass slide, about 1/2" from the thumb to cover one-half width of the slide.												
*	5. Roll the swab toward the forefinger by rotating the applicator end to 1/2" from the forefinger.												
*	6. Turn the hand holding the slide clockwise and again roll swab on slide.												
*	7. Allow the smear to dry at room temperature or in a preheated incubator.												
*	8. "Fix" the slide.												
	9. Place the slide, smear side up, on a staining rack.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 8													
TOTAL POINTS POSSIBLE = 9													
<table border="1" style="width: 100%;"> <thead> <tr> <th>DEPT.</th> <th>PROG</th> <th>TASK</th> <th>TPO</th> <th>MPO</th> </tr> </thead> <tbody> <tr> <td>070904</td> <td>MA</td> <td>129</td> <td>129</td> <td>002</td> </tr> </tbody> </table>				DEPT.	PROG	TASK	TPO	MPO	070904	MA	129	129	002
DEPT.	PROG	TASK	TPO	MPO									
070904	MA	129	129	002									

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC.	UNACC										
	<u>FROM SOLID MEDIA</u>												
*	1. Handle a clean slide by the edges.												
*	2. Mark the left side of the slide.												
*	3. Place a loopful of sterile saline on slide.												
*	4. Transfer small amount of organism with inoculating loop.												
*	5. Mix in saline on slide.												
*	6. Work over large area.												
*	7. Allow smear to dry.												
*	8. Fix the slide.												
	9. Place slide, smear side up, on a staining rack.												
		TOTAL POINTS EARNED =											
		POINTS NEEDED FOR MASTERY = 8											
		TOTAL POINTS POSSIBLE = 9											
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DEPT.	PROG	TASK	TPO	MPO									
070904	MA	129	129	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 129

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PREPARE BACTERIAL SMEAR

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 5 out of 6 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	129	129	002

Use a separate sheet of paper for your answers, do not write on this guide.

WRITTEN CRITERION EXAM

TASK #129

"Prepare Bacterial Smear"

Name _____

Date _____

Select the BEST answer.

1. In addition to cultures, _____ are made to help determine the bacteria present.
 - A. studies
 - B. specimens
 - C. smears
 - D. diagnoses
2. The _____ method for motility is a technique which is used to discover whether the bacteria are truly motile.
 - A. hanging drop
 - B. liquid media
 - C. solid media
 - D. gram stain
3. To pick up a very small amount of organisms and mix them into the liquid on the slide you use a/an
 - A. cotton applicator.
 - B. inoculating loop.
 - C. toothpick.
 - D. eye dropper.
4. After the smear has become completely dry, pass the slide over the flame of a Bunsen burner to heat-kill and _____ the organisms on the slide.
 - A. stain
 - B. fix
 - C. place
 - D. spread
5. The most common error of beginners is to use _____ an inoculum when making smears from solid media.
 - A. small
 - B. thick
 - C. large
 - D. thin
6. It is necessary to _____ the swab rather than rub the swab over the slide to preserve the morphology of the organism.
 - A. rotate
 - B. smear
 - C. slide
 - D. hold

DEPT.	PROG	TASK	TPO	MPO
070904	MA	129	129	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC

301 N. Swift Road
Addison, Illinois 60101
312/620-8770

Produced By

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A LEARNING GUIDE

Task

PERFORM A MONONUCLEOSIS TEST

Purpose

Infectious mononucleosis is an acute infectious disease, probably viral in origin. Under normal circumstances, tests for infectious mononucleosis are done for the presence of heterophil antibodies. Heterophil antibodies are antibodies that react with an antigen entirely different from and unrelated to the antigen responsible for production. They are agglutinins that react particularly to sheep and horse red cells. This learning guide will assist you to perform a Mono test.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.0904	131	2 Hours	

2/82

LEARNING CONTRACT

1 STUDENT DATA

NAME _____

SOCIAL SECURITY NUMBER _____

2

LENGTH OF CONTRACT (NORMAL TIME IN HOURS) _____

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary items, perform a Mono-test. To master this task you must score 4 out of 5 (90%) on a written criterion exam and 8 out of 9 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe infectious mononucleosis.
2. Perform a Mono-test.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance requirement within _____ to _____. I further recognize that the conditions of the contract (performance and time agreement) report my ability to perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPO
070904	MA	131	131

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe infectious mononucleosis.

LEARNING STEPS

1. Read Resource #1 for information on infectious mononucleosis.
2. Complete Resource #2 for a review on infectious mononucleosis.
3. Proceed to Resource #3.

RESOURCES

1. Information Sheet 131-001-001, "Infectious Mononucleosis," page 4, in this guide.
2. Activity Sheet 131-001-002, "Infectious Mononucleosis," page 5, in this guide. See instructor for evaluation.
3. MPO #2, page 6, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	131	131	001

INFORMATION SHEET 131-001-001

"Infectious Mononucleosis"

Infectious mononucleosis is an acute infectious disease, probably viral in origin. In the diagnosis of infectious mononucleosis, an agglutination slide screening test is performed for the presence of heterophil antibodies, along with hematologic findings. Heterophil antibodies are antibodies reacting with other than the specific antigen. They are agglutinins that react particularly to sheep and horse red cells. Horse red cells are usually used rather than sheep red cells, as they are more sensitive to heterophil antibodies. Persons suffering from infectious mononucleosis begin developing heterophil antibodies shortly after the appearance of the symptoms, usually during the first two weeks. Highest titers are found during the second and third weeks of illness. As a rule, heterophil sheep cell agglutinins appear in only 50-80 percent of cases of infectious mononucleosis, so negative can be obtained when the disease is present. Thus, hematologic findings are necessary to confirm the diagnosis of this infectious disease.

One of the faster and easier screening tests introduced commercially has been the spot test. This test is done on a slide. Reagents are available commercially in the form of test kits. Directions must be followed carefully. It is important that non-contaminated, fresh serum be used and clean slides. If agglutination is seen, the test is positive. If no agglutination appears, the test is negative.

When the results are not clear, it is always important to repeat the test and conduct additional serological tests. Several tests are available. Repeating tests at a later date is also helpful.

DEPT	PROG	TASK	TPO	MPO
Q70904	MA	131	131	001

ACTIVITY SHEET 131-001-002

"Infectious Mononucleosis"

Use a separate sheet of paper for your answers, do not write on this guide.

A. Fill in the blanks with the correct answer.

1. Infectious mononucleosis is an acute infectious disease, probably caused by a _____.
2. Agglutination means _____.
3. _____ antibodies are present in a patient's blood shortly after the appearance of symptoms.
4. If agglutination occurs, the test result is _____.
5. _____ tests may be necessary to confirm the diagnosis of infectious mononucleosis.
6. Highest titers are found during the _____ and _____ weeks of illness.
7. Commercially prepared mono-tests are performed on a _____.
8. It is important that fresh _____ be used for the mono-test.
9. _____ slides must be used for each test.
10. _____ red cells are usually used rather than sheep red cells as they are more sensitive to heterophil antibodies.
11. The mono-test reagent should be at _____ temperature for use.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	131	131	001

MICRO - PERFORMANCE OBJECTIVE - #2

Perform a Mono-test.

LEARNING STEPS

1. Observe Resource #1 for demonstration of the Mono-test.
2. Refer to Resource #2 for practice of the Mono-test.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a performance evaluation.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Located in MA lab procedure manual.
3. Written Criterion Exam Task #131. See instructor.
4. Performance Checklist Task #131, page 7-8, in this guide. See instructor.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	131	131	002

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 131

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON PERFORMING A MONO-TEST.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 4 out of 5 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	131	131	002

WRITTEN CRITERION EXAM

TASK #131

"Perform Mono-test"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Select the BEST answer.

1. Infectious mononucleosis is an acute infectious disease caused by a _____.
 A. bacillus.
 B. virus.
 C. coccus.
 D. E. coli.
2. If agglutination occurs the test is _____.
 A. positive.
 B. negative.
 C. disregarded.
 D. controlled.
3. _____ serum is used for the Mono-test.
 A. Refrigerated
 B. Fresh
 C. Room-temperature
 D. Activated
4. The Mono-test reagent should be at _____ temperatures for use.
 A. cool
 B. room
 C. warm
5. The Mono-test is performed on a glass or disposable card _____.
 A. rack.
 B. slide.
 C. stand.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	131	131	002

PROGRAM: MEDICAL ASSISTING

TASK: PERFORM MONO-TEST

TASK # 131

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary items, perform a Mono-test.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE AT LEAST 8 OUT OF 9 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN 10 MINUTES AND MUST SCORE 8 OUT OF 9 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	131	131	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING	
		ACC.	UNACC
	<u>USING GLASS SLIDE</u>		
*	1. Fill capillary tube with patient's serum.		
*	2. Empty on to center of glass slide.		
*	3. Place one drop of negative control to right section.		
*	4. Place one drop of positive control to left section.		
*	5. Add one drop of Mono-test to each section of slide.		
*	6. Mix separately and uniformly.		
*	7. Rock slide gently for two minutes.		
*	8. Record findings.		
	9. Clean up working area.		
TOTAL POINTS EARNED =			
POINTS NEEDED FOR MASTERY = 8			
TOTAL POINTS POSSIBLE = 9			

DEPT.	PROG	TASK	TPO	MPO
070904	MA	131	131	002



COMPETENCY—BASED INDIVIDUALIZED VOCATIONAL EDUCATIONAL CONSORTIUM

CIVEC
301 N. Swift Road
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Produced By
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19525 W. Washington Street
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A LEARNING GUIDE

Task

ASSIST WITH DIATHERMY

Purpose

Although it is preferable graduate physical therapists administer therapeutic treatment, the medical assistant in the physician's office may be required to learn the various type of physical therapy treatments and administer treatments under the direction and supervision of the physician. This learning guide will assist you to master assisting with diathermy.

MEDICAL ASSISTING

Program	Task	Est. Time	Prereq.
07.02904	150	8 Hours	

4/82

LEARNING CONTRACT

1 STUDENT DATA

NAME

8

SOCIAL SECURITY NUMBER

LENGTH OF CONTRACT (NORMAL TIME IN HOURS)

2 TERMINAL PERFORMANCE OBJECTIVE

Given the necessary tools and equipment, assist with diathermy therapy.
To master this task you must score 14 out of 15 (90%) on a written
criterion exam and 8 out of 9 (90%) on a performance checklist.

2a MICRO—PERFORMANCE OBJECTIVE(S)

1. Describe physical therapy.
2. Assist with diathermy.

3 AGREEMENT

I, _____ agree to complete the above stated terminal performance
requirement within _____ to _____. I further recognize that
the conditions of the contract (performance and time agreement) report my ability to
perform the requirements of the occupation and record my progress.

Student's Signature

DEPT	PROG	TASK	TPC
070904	MA	150	150

Instructor's Signature
(verifies competency)

MICRO - PERFORMANCE OBJECTIVE - #1

Describe physical therapy.

LEARNING STEPS

1. Read Resource #1 for information on physical therapy.
2. Complete Resource #2 for a review on physical therapy.
3. Proceed to Resource #3.

RESOURCES

1. Textbook: The Medical Office Assistant Administrative and Clinical, 5th edition, by Frederick & Kinn, pages 595-606, in LRC.
2. Student Review Manual: The Medical Office Assistant, Administrative and Clinical, by Kinn, pages 255-261, "Assisting in Physical Therapy." See instructor.
3. MPO #2, page 4, in this guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	001

MICRO - PERFORMANCE OBJECTIVE - #2

Assist with diathermy.

LEARNING STEPS

1. Observe Resource #1 for a demonstration on how a medical assistant assists with diathermy therapy.
2. Complete Resource #2 for practice on assisting with diathermy.
3. Complete Resource #3 for a written evaluation.
4. Complete Resource #4 for a final performance.
5. Proceed to Resource #5.

RESOURCES

1. See instructor.
2. Activity Sheet 150-002-002, "Practice Assisting with Diathermy," page 5, in this guide.
3. See instructor for Written Criterion Exam Task #150, "Assist with Physical Therapy".
4. Performance Checklist Task #150, page 6, in this guide.
5. See instructor for next learning guide.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	002

ACTIVITY SHEET 150-002-002

"Practice Assisting with Diathermy"

Directions to the student:

Given a patient, prepare the patient by removing a hearing aid and metal objects (if worn) and demonstrate how you would assist with a diathermy treatment.

Tools and equipment needed:

Table (not metal)	
Electrodes (pads or drums)	} Diathermy
Towel	
Diathermy machine	

Procedure:

1. Prepare patient by having disrobed and area to be treated exposed.
2. Remove all hearing aids and metal objects.
3. Place patients on table comfortably.
4. Place towel over patient between skin and electrode.
5. Apply diathermy applicator.
6. Adjust dosage power so warm sensation is felt by patient.
7. Assist with treatment for 20-30 minutes.
8. Assist patient off table and have them clothed.
9. Clean up working area.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	002

PROGRAM: MEDICAL ASSISTING

TASK: 150

TASK # ASSIST WITH DIATHERMY

PERFORMANCE/PRODUCT CHECKLIST

STUDENT'S NAME _____ EVALUATION SITE _____

EVALUATOR'S NAME _____ PERFORMANCE ATTEMPT 1 2 3 4

DATE OF ATTEMPT _____

TERMINAL PERFORMANCE OBJECTIVE:

Given the necessary tools and equipment, assist with diathermy.

DIRECTIONS TO THE STUDENT:

BEFORE ATTEMPTING THIS TASK FOR MASTERY, CAREFULLY REVIEW THIS CHECKLIST. YOU WILL BE EVALUATED ON THE BASIS OF THIS CHECKLIST. WHEN YOU FEEL YOU ARE READY FOR EVALUATION CONTACT YOUR INSTRUCTOR. YOU MUST COMPLETE YOUR PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE AT LEAST 8 OUT OF 9 POINTS OR 90 % FOR MASTERY. CRITICAL ITEMS ARE MARKED WITH AN ASTERISK (*). THESE ITEMS MUST BE SATISFACTORILY COMPLETED.

DIRECTIONS TO THE EVALUATOR:

THE STUDENT WILL CONTACT YOU WHEN READY FOR EVALUATION. THE STUDENT MUST COMPLETE THE PERFORMANCE WITHIN _____ MINUTES AND MUST SCORE 8 OUT OF 9 POINTS OR 90 % AND ALL ITEMS MARKED WITH AN ASTERISK (*) MUST BE SATISFACTORILY COMPLETED.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	002

CRITICAL ITEMS	ITEMS TO BE OBSERVED OR CHECKED	RATING											
		ACC	UNACC										
*	1. Have patient disrobe.												
*	2. Remove harmful objects.												
*	3. Assist patient onto table.												
*	4. Place towel in place.												
*	5. Apply diathermy application.												
*	6. Adjust dosage power.												
*	7. Assist with 20-30 minute treatment.												
*	8. Assist patient off table.												
	9. Clean working area.												
TOTAL POINTS EARNED =													
POINTS NEEDED FOR MASTERY = 8													
TOTAL POINTS POSSIBLE = 9													
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DEPT.	PROG	TASK	TPO	MPO									
070904	MA	150	150	002									

PROGRAM MEDICAL ASSISTING

CRITERION EXAM

TASK # 150

DIRECTIONS:

THE PURPOSE OF THIS EXAM IS TO DETERMINE WHETHER OR NOT YOU
HAVE UNDERSTOOD THE INFORMATION ON _____
_____ ASSISTING WITH DIATHERMY _____.

Each of the questions or incomplete statements below is followed by several words, phrases, or a series of numbers. Choose the one which best answers the question or completes the statement correctly. Place the letter associated with that choice (A, B, C or D) in the numbered blank space on your ANSWER SHEET. DO NOT WRITE ON THIS TEST! To master this exam you must answer 14 out of 15 items correctly, (90 %).

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	002

WRITTEN CRITERION EXAM

TASK #150

"Assist with Diathermy"

Use a separate sheet of paper for your answers, do not write on this guide.

Name _____ Date _____

A. Select the BEST answer.

1. Shortwave diathermy is basically given to
 - A. cure a disease.
 - B. improve blood circulation.
 - C. prevent stiffness of joints.
 - D. promote healing of a wound.
2. Which of the following specialists is concerned with treatment through the use of physical methods?
 - A. Physiologist.
 - B. Physiatrist.
 - C. Psychologist.
 - D. Psychiatrist.
3. Infrared heat differs from short wave diathermy heat in that infrared is
 - A. less penetrating.
 - B. more penetrating.
 - C. stimulating to the muscles.
 - D. none likely to cause a deep burn.
4. Approximately how far from the patient is the infrared lamp placed during treatment?
 - A. 24 to 36 inches.
 - B. 36 to 50 inches.
 - C. 4 to 5 feet.
 - D. 0.5 to 1 foot.
5. Which of the currents forming electrical cautery unit is usually utilized in treating cervical erosion?
 - A. Coagulating.
 - B. Dessication.
 - C. Fulgaration.
 - D. Epilation.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	002

(Continued)

WRITTEN CRITERION EXAM

TASK #150

"Assist with Diathermy"

Use a separate sheet of paper for your answers, do not write on this guide.

6. What is the recommended method of cleaning and electrode tip after it has been used?
 - A. Autoclaving at 250° F for 20 minutes.
 - B. Boiling for 30 minutes.
 - C. Soaking in germicide solution for 1 hour.
 - D. Polishing with fine steel wool or emery paper.
7. The Hubbard tank is a form of
 - A. electrotherapy.
 - B. hydrotherapy.
 - C. thermotherapy.
 - D. light therapy.
8. The type of massage most frequently performed by a physician or physical therapist in the office setting is
 - A. effleurage.
 - B. emmassage.
 - C. petressage.
 - D. vitrossage.
9. In preparing the patients for diathermy, the medical assistant should do all but one of the following
 - A. have the patient remove clothing from the area to be treated.
 - B. ask the patient to remove any jewelry or other metal objects.
 - C. place a towel between the patient's skin and the electrode.
 - D. position the machine within reach of the patient.
10. When administering a diathermy treatment, the electrodes should be put in place _____ the current is turned on.
 - A. before
 - B. after
 - C. at the same time.
11. Infrared therapy is applied for these purposes except
 - A. improving circulation.
 - B. relieving painful joints.
 - C. relaxing muscle.
 - D. inhibiting bacterial growth.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	002

(Continued)

WRITTEN CRITERION EXAM

GASK #150

"Assist with Diathermy"

12. The following statements are true of ultrasonic therapy except
- A. treatments are administered under water whenever it is convenient.
 - B. the extremely rapid vibrations decrease circulation.
 - C. the transducer must be held snugly in contact with the body.
 - D. a coupling agent such as mineral oil must be used.
13. The primary use of the quartz lamp is
- A. bactericidal.
 - B. Stimulating muscle.
 - C. cancer therapy.
 - D. circulatory.
14. Hydrotherapy is useful for all except
- A. moist heat.
 - B. exercise.
 - C. gently massage.
 - D. circulation.
15. Approximately how deep do infrared rays penetrate the body tissues?
- A. 3 to 5 inches.
 - B. 1 to 2 mm.
 - C. 0.1 to 2.0 inches.
 - D. 1.0 to 2.0 inches.

DEPT.	PROG	TASK	TPO	MPO
070904	MA	150	150	002